UCSF Student Financial Services
Student Academic Affairs

415-476-4181 / 415-476-6652-FAX
finaid.ucsf.edu / finaid@ucsf.edu

2020-2021 Off-Campus Federal Work-Study Program Agreement

Organization Name: _____

Contact Person: _____

Address: _____

Telephone Number: (_____) _____ **Email:** _____

Student Name: _____
First **Middle** **Last**

JOB INFORMATION

Job Title: Work-Study Student **Hourly Rate: $** _____

Employment Start Date: _____ **Employment End Date:** 6/26/21 or prior to student's last day of class (enrollment).

A 2020-2021 School Year Federal Work-Study award is valid from **July 1, 2020 to June 26, 2021** only.
The student must have a valid work-study award for the stated employment dates above. Employers may either ask to see the student's Offer of Financial Aid letter which will indicate the work-study award period and amount OR contact our office to confirm the work-study award period and amount.

Federal Work Study Student (Employee please initial):

___ This is an **employment-based** financial assistance award. My work performance will be evaluated.
___ A federal work study employee may be released from University employment due to loss of federal eligibility, lack of suitable work assignments, unsatisfactory performance or misconduct. I may be released from employment at the sole discretion of the University.
___ Complete Cyber Security Training at: https://learningcenter.ucsfmedicalcenter.org/. A federal work study student may be paid for training for any FWS employment or for a reasonable amount of time.
___ **The number of hours a student can work while enrolled is generally capped at 40 hours per pay period (every 2 weeks). Students are never allowed to work more than 20 hours in any work week.**
___ A student cannot work more than 8 hours per day and cannot work on University holidays.

Maximum Allowable 2020-2021 School Year Work-Study Earnings (gross): $ _____

I have reviewed the above Job Information section: _____
Student Signature Date

CERTIFICATION (Employer please initial):

___ I certify that the above student will be employed in the job indicated above in accordance with the submitted job description and the conditions set forth in the contract signed by this organization and the University of California for the above-stated employment period.
___ I certify **Federal Work Study employment must not displace employees or impair existing service contracts.** For example, we cannot allow an employer to hire the subsidized work-study student as part of its counter help because the employer would be displacing a regularly hired/budgeted employee.
___ Any amount earned in excess of the work-study award amount as stated above will be paid in full by the Organization.
___ Any hours worked before the student has signed the required UCSF employment forms will be paid in full by the Organization.
___ Any hours worked before the Student Financial Aid Office has received and reviewed the required work-study and employment forms from the department will be paid in full by the Organization.
___ **The number of hours a student can work while enrolled is generally capped at 40 hours per pay period (every 2 weeks). Students are never allowed to work more than 20 hours in any work week.**
___ A student cannot work more than 8 hours per day and **cannot work on University holidays**.
___ Supervisors must keep track of the student's time records and earnings to prevent the student from working more than their maximum allowable gross earnings.

Please provide the information listed below and a sample signature of ***at least two people*** authorized to Approve Hours Worked in HBS Timekeeping System.

_____	_____
Name – Please Print	Name – Please Print
_____	_____
Campus Box # / Phone #	Campus Box # / Phone #
_____	_____
E-mail Address	E-mail Address
_____	_____
Signature	Signature

✓ **Please attach a "Job Description" form and confirm the student's employment paperwork is complete with Student Financial Aid.** Work-study news and announcements: https://finaid.ucsf.edu/types-of-aid/work-study/students/employees