

## 2023-2024 On Campus Federal Work-Study Program Agreement

Department Name: \_\_\_\_\_

Chartstring Fund/Dept ID/Project: \_\_\_\_\_  
**Work-study is a federal financial aid award given to students upon request, as long as s/he shows financial aid need. Work-study pays for 75 percent and the employer pays the remaining 25 percent of the student's earnings and 100 percent of the student's benefits.** Federal (including NIH) based funds cannot be used to pay for the non-federal (employer's) share unless the terms of the federal fund specifically permits the funds to be used for cost sharing/matching.

Student Name: \_\_\_\_\_

<u>JOB INFORMATION</u>	First	Middle	Last
Job Title: _____	Work-Study Student	_____	_____
Hourly Rate: _____			

Employment Start Date: \_\_\_\_\_ Employment End Date: \_\_\_\_\_

A 2023-2024 School Year Federal Work-Study award is valid from **July 1, 2023 to June 30, 2024** 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 Online Training at: <https://learningcenter.ucsfmedicalcenter.org/>. A federal work study student paid for training for FWS employment 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 2023-2024 School Year Work-Study Earnings (gross): \$** \_\_\_\_\_

**I have reviewed the above Job Information section:** \_\_\_\_\_

Student Signature

**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 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.
- \_\_\_ **UCPATH: Any amount earned in excess of the work-study award amount as stated above will be paid in full by the department.**
- \_\_\_ 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 department.
- \_\_\_ Any outstanding hours passed 2 scheduled pay period cycles from date of earning will be paid in full by the department.
- \_\_\_ **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 authorized to Approve Hours Worked in HBS Timekeeping System.

\_\_\_\_\_  
Name – Please Print

\_\_\_\_\_  
Campus Box # / Phone #

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
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>