

2024-2025 On Campus Federal Work-Study Program Agreement

Department Name: _____

Chartstring: Fund - Dept ID - Project - Function: _____
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. **CANNOT USE THE FOLLOWING FUNCTION CODE: 42, 65, 66, 67, 76, 78, 79, 80, 81.**

Student Name: _____

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

Employment Start Date: _____ Employment End Date: _____

A 2024-2025 School Year Federal Work-Study award is valid from **July 1, 2024 to June 30, 2025** 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 2024-2025 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**