2013-2014 Work-Study Contract Process

- Each fiscal year off-campus employers must download work-study contracts from the following link:


- All contracts must be returned complete and with the appropriate signatures.

- Continuing contracts will only need to be reviewed and signed by the Career Center Director.

- New contracts that have been submitted to the Career Center for the first time will need to be reviewed and approved by the Director of the Financial Aid and Scholarship Office. Please be aware that this process may take up to two weeks to complete.

- A copy of the work-study contract package will be mailed back to the organization and you may begin the interview and hiring process.

Posting a Work-Study job Listing Online

- After you have received copies of the work-study contract and login information you may login into the system and post job opportunity.

- For continuing work-study contracts, you can use the same as last year’s “User Name & Password”.

- However, YOU MUST VERIFY your information with the Career Center before using your “User name and Password”.

For Employers To Complete The Employee Request (ER) On Line

  http://www.careercenter.ucsc.edu/ers/ersstaff/

- All jobs listing are given an Employee Request reference number (ER #).
- Students will review jobs and apply online.
- Employers will screen all the applications received and proceed to interview and/or hire the students.

NOTE: If you have a specific work-study student(s) you wish to hire. You may mark your job opportunity as “Do Not Post” while you are completing the request online. It is also a good idea to add a comment regarding your intentions under the “Notes for the Career Center”. You may then give the student the ER #, to apply on line.

If you do not choose the “Do Not Post” option, your job listing will be posted and the position will be viewable to all work-study students.
New Hires and Rehires

The Career Center will give the student a “Clearance-to-Commence-to-Work” or “blue card” with the start-date and ER #.

*Students may not begin working until the supervisor has received the employee’s “Clearance-to-Commence-to-Work card”.* If you allow the student to work prior to the authorized “start date”, the student cannot be paid through the University payroll system and the employer is solely responsible for payment to the student.

Continuing/Returning Students to Their Previous Job

If the student has already been entered into the UCSC payroll system within the last year (either on-campus or another off-campus agency), they may not need to complete employment forms. You will see “continuing” under “Payroll Sign Up” on their hire record, after you have hired them. If “Payroll Sign Up” is marked as “Required”, they must come into the Career Center.

If you need to increase or decrease a student(s) rate of pay, you must submit a letter to the Career Center indicating the new pay rate and the effective date of the change. Please send that letter to:

UCSC Career Center  
Attn: Work-Study Coordinator  
1156 High Street  
Santa Cruz, CA 95064

Managing Work-Study Allotted Hours

The employer is responsible for monitoring the balance of Work Study Award Hours available for each student employee. It is strongly suggested that you work with each employee upon hire to determine the # of hours (s)he can work each week. *(Total Annual WS award divided by hourly pay rate, divided by 36 weeks)* Remember that WS is awarded based on FULL TIME ENROLLMENT Fall, Winter, and Spring (1/3 for each quarter).

Work-Study Time Sheets and Paychecks

Work-study time sheets are due every two weeks (see special dates for November, December and June). Signed and approved timesheets must be received by the Financial Aid and Scholarship Office, by the due date.

You may submit timesheets via **FAX to 831 459-3628, Attn: Work-study Processor**  
Work-study timesheets received after the due date will result in delayed payment to the student.

Work-Study Job Posting

Approved work-study jobs will be posted for students on September 9th, 2013. The work-study start date is September 21, 2013 and the end date is June 12th, 2014.