**Work-Study (WS) Process Flow for Undergraduate Students**

### Student
- Start: Student is notified of WS Eligibility on MyAwards
- Apply for jobs
- Bring Eligibility Certificate to job interview

### Dept./Service Channel
- Start: Establish a Position in Handshake, and ultimately in UCPath
- Recruit
- Interview

### Financial Aid & Scholarships (FAS)
- Verify student is still eligible
- If yes, Award WS in Banner
- Generate WS Eligibility Form with WS Position Pool ID on it
- Notify Dept., Supervisor, Student of their rights and responsibilities

### Dept.
- Retrieve WS Eligibility Form online
- Send the Form to Service Channel, ensure Service Channel enters WS Position Pool ID on Student's Position in UCPath
- Ensure supervisor and student read and understand their rights and responsibilities
- Acknowledge rights and responsibilities to complete the Form

### Service Channel
- Hire student in UCPath
- Enter WS Position Pool ID on Student’s Position in UCPath Position Table
- Notify Dept. when done

### Match, hire decision made

### Start work

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1. **Work-Study eligibility starts as of the “Effective Eligibility Date” displayed on the WS Eligibility Form.**
2. **Student eligibility changes due to various reasons, e.g. student need decreases after verification, student gets a new scholarship, graduates, withdraws, etc.**
3. **Work-Study Position Pool ID in UCPath is critical and must be entered accurately to the correct Position in order for Work-Study funds to apply. Position – Job – Student Employee must be a 1-1-1 relationship.**
4. **WS Award record will only populate in UCPath when a student has a valid UCPath Employee ID. If not, FAS will hold the award in Banner and notify dept. to take action for reasonable amount of time before canceling the award.**