UC DAVIS
FINANCIAL AID AND SCHOLARSHIPS

Hiring Guide – Subsidizing Undergraduate Research Employment

Financial Aid and Scholarships offers this quick guide on utilizing work-study to subsidize employment costs, applicable to any UC Davis undergraduate research position.

Work-Study Program Overview for UC Davis Employment

The work-study program provides eligible students $1,000-$4,000 in financial aid through UC Davis employment. Work-study subsidizes 75% of employment wages, with departments covering the remaining 25% until the aid is fully dispersed, allowing departments to hire students at a reduced cost. Aid is paid to students via their payroll check for hours worked.

> *UC Davis offers two types of work-study for undergraduate students:*
>
> **1. Federal Work-Study:** Requires 2024-25 Free Application for Federal Student Aid (FAFSA).
> **2. Institutional Work-Study:** Requires 2024-25 California Dream Act Application (CADAA) or AB540 status.
>
> Wages earned between July 1, 2024 and June 30, 2025, can be subsidized for students who fill out a 2024-25 FAFSA or CADAA and are offered work-study aid. Aid can be renewed annually provided the student maintains satisfactory academic progress and has continued financial need.

Steps to Hire Your Research Assistants

Work with your department's HR and funding team to coordinate the following:

- **Recruit a student or identify a "pre-select":** Establish a Handshake job posting following your department's guidelines for recruitment or identifying a "pre-selected" candidate. ICC recruitment guidelines.
- **Determine Eligibility:** Eligible students obtain a Work-Study Eligibility Certificate in MyAwards.
- **Submit a Work-Study Employment Request Form**
  - Confirms student is eligible and identifies the aid offer amount *at the time of the hire request*
  - Provides the Work-Study Service Channel Form for Aggie Service Case
- **Submit an Aggie Service Case**
  - **Option 1: Onboarding Case -** If you are hiring a student for the first time or transitioning a student to work-study who has had a break in service, you will likely need to submit a new onboarding case with a start date of July 1, 2024 or later.
  - **Option 2: Funding Change Case -** If you have already hired a student and the student will have no break in service, you can submit a Work-study Funding Changes Case with effective date July 1, 2024 or later.
  - **Attach the Work-Study Service Channel (Eligibility) Form to the case**
    - Identifies aid amount and Position Pool ID (PPID) for work-study split.
    - Provide the department account chart string to cover the remaining 25% split
- **Timesheets:** Timesheets must be submitted and approved for payroll in TRS or Ecotime
- **Monitor ledgers:** Monitor student aid disbursement on a monthly basis in COGNOS 208 and COGNOS 339 to monitor charges to your department account
- **Request more aid:** The hiring manager should email workstudy@ucdavis.edu to provide an appeal for additional work-study aid with compelling justification.

For more information see Work-study for UC Davis Employers or reach out to workstudy@ucdavis.edu.
See Undergraduate Research Center (URC) resources for faculty research mentorship support.