

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](mailto: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](mailto:workstudy@ucdavis.edu).

See [Undergraduate Research Center \(URC\)](#) resources for faculty research mentorship support.