

## STUDENTS:

- Review [Work-Study website](#) for rights, and responsibilities regarding participation as a Work-Study employee.
- Once notified of Work-Study Eligibility, download the Work-Study Eligibility Certificate from [MyAwards](#).
- Apply for positions via [Handshake](#). Upload the Work-Study Eligibility Certificate in Handshake to send to employers to show you're eligible for Work-Study.
- Provide the Work-Study Eligibility Certificate to employer during the interview.
- Complete any pending requirements as soon as possible, especially if notification is sent from Work-Study Manager.
- When approval notification is received, acknowledge your rights and responsibilities to complete the form.
- Inform the [Work-Study Manager](#) and your employer if you leave UC Davis, graduate, withdraw or are dismissed from school.
- Inform [Work-Study Manager](#) of any changes that may affect your aid such as additional resources and/or outside scholarships.
- Do not work during scheduled class times, any exceptions (e.g., class is cancelled) must be documented by your supervisor.
- Contact the [Work-Study Manager](#) with any questions or concerns.

## DEPARTMENTS/SUPERVISORS:

- Establish a position(s) in [Handshake](#), recruit and interview.
- Ask the student for their Work-Study Eligibility Certificate.
- Review [Work-Study website](#) for rights, responsibilities, policies and procedures regarding participation as a Work-Study Employer.
- Submit a [Work-Study Online Request Form](#).
- Review approval notification when it is received (Supervisor only).
- Ensure that students do not work during scheduled class times. Any exceptions (e.g., class is cancelled) must be documented (Supervisor only).
- Once the request has been approved, acknowledge rights and responsibilities to complete the request and download the Work-Study Service Channel Form.
- Include Work-Study Service Channel Form in the ticket submitted to hire student in UCPATH (if another person is responsible for this task, forward the form to them. Please DO NOT include the Work-Study Eligibility Certificate in the Service Channel ticket.)
- Ensure Service Channel enters Work-Study Position Pool ID (PPID) on the student's Position in UCPATH by checking the Cognos 208 Work-Study Award Balance Report.
- Ensure supervisor and student read and understand their rights and responsibilities.
- Review payroll ledger on a monthly basis to ensure that Work-Study funds are appropriately expended and split, and ensure that any necessary corrections are made within 30 days.
- Contact the [Work-Study Manager](#) with any questions or concerns.