

Work-Study Student Responsibilities

- Take your job seriously. The experience you gain in a Work-Study position can be invaluable.
- Report to work promptly.
- Notify your supervisor as soon as possible if you will be late or unable to work.
- Do not conduct personal business on the job.
- Report your hours accurately on your time record.
- Submit your time record by the due date.
- Consider your employer's needs as well as your own when requesting time off.
- Dress appropriately for your work location.

If an employment problem develops or if you have difficulty earning the full amount of your Work-Study offer, discuss the situation with your supervisor. You might also consult the Work-Study Manager about other employment options. If you decide not to use your Work-Study, contact Financial Aid and Scholarships to discuss replacing your Work-Study with other funding.

Remember: You are **required** to report any increase in non-Work-Study earnings or other resources to Financial Aid and Scholarships.

More information: financialaid.ucdavis.edu/work-study/undergraduate