

# Undergraduate Student Guide to Work-Study

## WHAT IS WORK-STUDY?

Work-Study is a federally and university funded program for students who demonstrate financial need. The program subsidizes student employees' hourly wage by at least 50%.

## AM I ELIGIBLE FOR WORK-STUDY?

In order to be eligible for work-study, you must:

- Complete the FAFSA/CADAA application by the priority deadline of May 2nd, 2024.
- Be enrolled at least half-time: 6+ units.
- Demonstrate financial need:
  - For CA residents, that is a student aid index of \$12,000 or below.
  - For non-residents, that is a financial need of at least \$3,000.

Students who are eligible for this program will have a Work-Study award on their aid letter. If you do not see work-study on your aid letter and satisfy the requirements listed above, you can submit a Work-Study Request Form to our office. The award is only valid for the specified award period listed on the aid letter and cannot be rolled over.

## GENERAL INFORMATION

- You can work a maximum of 20 hours per week.
- You can only be in one work-study job at a time.
- You will be paid at least the minimum wage within LA County .
- Work-study is not a grant, so you will be paid for hours worked.
- Summer work-study is available if you are enrolled at least half-time and submit the summer financial aid application

## HOW DO I FIND A JOB?

Almost any on-campus job can be considered for Work-Study; however the employer must submit the job to the Work-Study website for review and approval. You can go directly to on-campus departments and ask if there are any available work-study jobs. You can also go to the UCLA Work-Study Job bulletin posted on MyUCLA (<http://my.ucla.edu>), which has a current listing of approved on and off campus work-study jobs. This website is updated daily and provides you with contact information for each job posting to either email or call the employer. Although you are not guaranteed a job we encourage you to look early and often in order to be more likely to obtain a job. **Find jobs by going to myUCLA >Finances and Jobs >Work-Study Job Search**

Once you have been offered a position, your supervisor will guide you through the hiring process. This will include paperwork and further information on job expectations.



## HOW DO I GET PAID?

You are paid bi-weekly, based on the hours submitted for each pay period. Your time records must be submitted on time (by the due date specified on UCLA's Time Reporting System-TRS). If you are hired under ASUCLA, you do not submit your time record via the TRS system. This is done automatically by ASUCLA.

## WILL MY EARNINGS BE TAXED?

Work-Study earnings are taxable; appropriate taxes will be deducted from your paychecks by your employer. If you work on-campus, FICA will be deducted during periods of non-enrollment. Work-Study earnings must be reported to the IRS for tax purposes, but will not be counted against your eligibility when reported on your financial aid application.

## WHAT IF I CAN'T FIND A WORK-STUDY JOB?

Accepting work-study and not finding a work-study job will not impact your other financial aid awards. If you are unable to find a job and need additional financial assistance, you can request to have your work-study award cancelled in exchange for a loan. You can also look for non-UCLA affiliated employment, but keep in mind that you will not be able to apply work-study to these jobs.

## CONTACT US

For additional information please contact our office at: <https://financialaid.ucla.edu/Contact-Us>