

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 April 2nd, 2025.
- Be enrolled at least half-time: 6+units.
- Demonstrate financial need:
 - For CA residents, parent contribution/student contribution must be \$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 receive a Work-Study award in their aid letter. If you do not see work-study on your aid letter and satisfy the requirements listed above, you can submit an inquiry to the Financial Aid and Scholarships office. The award is only valid for the specified award year on the aid letter and cannot be rolled over.

GENERAL INFORMATION

- You can work a maximum of 20 hours per week.
- You can utilize your work-study funding for only one position 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.

HOW DO I FIND A JOB?

You can search for approved work-study jobs on your UCLA student portal, MyUCLA <http://my.ucla.edu> *myUCLA > Finances and Jobs > Jobs and Community > Work-Study Job Search*.

There you will find a list of available on and off campus work-study jobs. Each job listing will have the position details and contact information. It's your responsibility to contact the employer and apply for the positions you are interested in.

In addition, almost any on-campus job can be considered for Work-Study. You can ask any on-campus department if they have any open student employment positions where you can apply your work-study award. Another work-study approved on-campus employer is ASUCLA. ASUCLA is our largest on-campus employer and all available positions are posted on their website. <https://www.asucla.ucla.edu/get-a-job>



HOW DO I GET PAID?

Once you obtain a work-study position and complete the hiring process, you will submit to your supervisor the hours you worked. You will be paid bi-weekly, based on your hourly wage and the hours you worked for the pay period. Your paychecks will be mailed or directly deposited to you, depending on your selected delivery method via the UCPath employee portal.

WILL MY EARNINGS BE TAXED?

Work-Study earnings are income and therefore taxable. Students are subject to both Federal and State taxes, but exempt from FICA taxes (i.e., Social Security, State Disability, and Medicare) if student is enrolled at least half time. Work-Study earnings should be reported to the IRS for tax purposes, but earnings will not be counted against your financial aid eligibility when reported on your financial aid application.

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

Although you are not guaranteed a work-study job we encourage you to apply to them early and often to increase your chances. If you are unable to obtain a work-study job by the end of the school year, there is no penalty. If you are not utilizing your work-study award you can request to have it 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 your work-study award if it's not an approved work-study position.

CONTACT US

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