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