

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/DREAM application by the priority deadline of March 2nd
- Demonstrate financial need— expected family contribution at \$12,000 or below
- Be enrolled at least half time (undergraduate students: 6 units graduate: 4 units)

Students who are eligible for this program will have a Work-Study award on their award letter. If you do not see work-study on your award letter and satisfy the requirements listed above, you can submit a [Work-Study Request Form](#)¹ to our office. The award is only valid for the specified FAN period 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 application on time

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 one. **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](#)² 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>

¹ www.financialaid.ucla.edu/Forms-and-Publications#495951588-2020-2021-academic-year-appeal-forms

² www.ucop.edu/financial-accounting/_files/StudentFICAGuidelines1.pdf