

# FEDERAL WORK-STUDY

## EMPLOYER INSTRUCTIONS FOR SCOTjobs

### GENERAL DIRECTIONS:

1. Go to the Career Center's website at: [careers.ucr.edu](http://careers.ucr.edu) and click on **Employer Login**.
2. If you are a first-time user – click the **Register and Post Jobs at UCR Only (No Fee)** tab.  
If you already have a username and password, LOGIN and skip to #5
3. Complete the employer registration process and job posting then click **Submit**.
4. Once your registration and job posting have been successfully submitted you will receive a confirmation email with a **password required for your next login**. Please allow 1-2 business days for approval.
5. In the Username line, enter **your email address**.
6. Enter your **Password**
7. Click on the **Jobs tab**
8. Click on **Add New** to create a new position **or**
  - a. Click on Add New then click the drop-down arrow next to **Copy Existing** to copy a recent job description
  - b. Click on **Show Archived** to copy an archived job description (position expired more than 30 days prior)
9. Under **Position Type**, select **Work-Study**. **If you would like to double post your position as Work-Study and part-time, please create a separate posting. Work-Study postings must have unique ID #'s.**
10. Enter detailed Job Description including fields for hourly rate, hours per week, and number of positions open.
11. Click **Submit**.
12. Please **do not print the job description until it has been reviewed and approved by the Career Center**, then retain a copy for your files. Once approved, the Career Center will release the job for students to view.
13. To close the position, please return to SCOTjobs and change the expiration date to the present day.

### RESERVED JOB

If a job is reserved for a specific student, please type "RESERVED" in the Job Title line. **Please do not print the job description until it has been reviewed and you receive an email that it has been approved.** Only the **approved job description** will indicate the job ID # with the proper letter code to check on the Placement Form and put into payroll. Once approved, employers may click into the job description, select the **Preview** tab and print a copy.

### UCR DEPARTMENTS

Complete the employer section of the Placement Form and return both the **original**, completed form and job description to the Financial Aid Office **prior to the student's employment start date**. Failure to do so may result in employer paying the total hourly rate. The **approved job description** will indicate the job ID # with the proper letter code to check on the Placement Form and put into payroll.

### OFF-CAMPUS EMPLOYERS

Complete the employer section of the Placement Form and return both the **original**, completed form and job description to the student. Advise the student to make an appointment with the Financial Aid Work-Study Unit to receive a **Letter of Clearance**. The student must bring both the Placement Form and job description to their appointment. **DO NOT ALLOW** student to work until you receive this letter, failure to do so may result in employer paying the total hourly rate.

### IMPORTANT INFORMATION AND DATES:

- Students may apply for jobs as early as **Monday, September 5, 2011**.
- Students cannot begin work until **Monday, September 19, 2011**.
- The last day a student is allowed to work under Work-Study is **Friday, June 15, 2012**.
- Students may work up to 19 hours per week while classes are in session and up to 39 hours per week during any full week that classes are not in session.