

University of California San Francisco  
500 Parnassus Avenue, MU 201-W  
San Francisco, CA 47143-0246

Phone: (415) 476-4186  
Fax: (415) 476-6652  
E-mail: [finaid@ucsf.edu](mailto:finaid@ucsf.edu)  
<http://finaid.ucsf.edu/>

### 2018 Time Record/Pay Schedule for Federal Work-Study Program

In accordance with University policies and procedures, the employer of a Work-Study student is responsible for collecting and verifying the bi-weekly Work-Study time record. The department/off-campus agency must submit time records to the Student Financial Aid Office for processing. In order for students to be paid on time, time records (signed by the student and the supervisor) must be received in the Financial Aid Office according to the following schedule:

| Pay Period | Biweekly Pay Period Calendar 2018 |               | Time Record due in Student Financial Aid Office<br>by <b>8:00 a.m.</b> | Payday      |
|------------|-----------------------------------|---------------|--|-------------|
| 01         | December                          | 12/17 - 12/30 | January 3  | January 10  |
| 02         | January                           | 12/31 - 1/13  | January 15   | January 24  |
| 03         | January                           | 1/14 - 1/27   | January 29   | February 7  |
| 04         | February                          | 1/28 - 2/10   | February 12  | February 21 |
| 05         | February                          | 2/11 - 2/24   | February 26  | March 7     |
| 06         | March                             | 2/25 - 3/10   | March 12   | March 21    |
| 07         | March                             | 3/11 - 3/24   | March 26   | April 4     |

#### Points to Remember:

- The amount of the Work-Study award represents the total potential gross earnings for the student.
- Employers (except Reading tutor programs) will be charged 25% of the student's gross earnings and 100% of the student's benefits. Any amount earned by the student in excess of the work-study award amount be paid in full by the department /agency. Students and departments or agencies may inquire at any time about remaining work study eligibility, and students may apply for additional funds on an as needed basis.
- The number of hours a student can work while enrolled is generally capped at 40 hours per pay period (every 2 weeks). This is set to ensure that the work hours do not interfere with academics. Occasional exceptions are made based on hours per week a student can work, the period of employment, the wage rate and nature of employment. During school breaks and periods of non-enrollment. Students may work up to 40 hours per week (full-time). Students are never allowed to work more than 40 hours in any work week. A student may not work more than eight hours per day and may not work on University holidays.
- Only **ACTUAL HOURS WORKED** may be reported on the time record. The time records should be submitted to the Student Financial Aid Office by 8:00 am on the due date. The time records submitted after the listed due dates and times may be processed on the following pay period.
- All-time records should be signed by the student and approved by the authorized person in each department/agency. The same authorized person must initial all subsequent corrections to the time record.

If you have any questions regarding the above, please contact Elliot Yau, Federal Work Study Coordinator, [Elliot.Yau@ucsf.edu](mailto:Elliot.Yau@ucsf.edu) (415) 476-4186.