



Student Financial Aid

500 Parnassus Avenue, MU201-West
San Francisco, CA 94143-0246

415-476-4181 / 415-476-6652-FAX
finaid.ucsf.edu / finaid@ucsf.edu

2018-2019 On-Campus Federal Work-Study Program Agreement

Department Name: _____

Chartstring Fund/Dept ID/Project: _____

Federal (including NIH) based funds cannot be used to pay for the non-federal (employer's) share unless the terms of the federal fund specifically permits the funds to be used for cost sharing/matching.

Student Name: _____

First

Middle

Last

JOB INFORMATION

Job Title: _____ Hourly Rate: \$ _____

Employment Start Date: _____ Employment End Date: _____

A 2018-2019 School Year Federal Work-Study award is valid from **July 1, 2018 to June 30, 2019** only.

The student must have a valid work-study award for the stated employment dates above. Employers may either ask to see the student's Offer of Financial Aid letter which will indicate the work-study award period and amount OR contact our office to confirm the work-study award period and amount.

Federal Work Study Student (Employee please initial):

____ This is an **employment-based** financial assistance award. My work performance will be evaluated.

____ A federal work study employee may be released from University employment due to loss of federal eligibility, lack of suitable work assignments, unsatisfactory performance or misconduct. I may be released from employment at the sole discretion of the University.

____ I need to complete Cyber Security Training at: <https://learningcenter.ucsfmedicalcenter.org/>. Email copy of completed certificate to Elliot Yau elliott.yau@ucsf.edu to receive 1-hour of credit in future pay period. A federal work study student may be paid for training for any FWS employment or for a reasonable amount of time.

____ I am permitted to a net 10-minute paid rest period for every four hours worked or major fraction thereof.

Maximum Allowable 2018-2019 School Year Work-Study Earnings (gross): \$ _____

I have reviewed the above Job Information section: _____

Student Signature

Date

CERTIFICATION (Employer please initial):

____ I certify that the above student will be employed in the job indicated above in accordance with the submitted job description for the above-stated employment period.

____ I certify Federal Work Study employment must not displace employees or impair existing service contracts.

____ Any amount earned in excess of the work-study award amount as stated above will be paid in full by the department.

____ Any hours worked before the student has signed the required UCSF employment forms will be paid in full by the department.

____ Any hours worked before the Student Financial Aid Office has received and reviewed the required work-study and employment forms from the department will be paid in full by the department.

____ Employers of California employees covered by the rest period provisions of the Industrial Welfare Commission Wage Orders must authorize and permit a net 10-minute paid rest period for every four hours worked or major fraction thereof. Insofar as is practicable, the rest period should be in the middle of the work period. If an employer does not authorize or permit a rest period, the employer shall pay the employee one hour of pay at the employee's regular rate of pay for each workday that the rest period is not provided.

Please provide the information listed below and a sample signature of **at least two people** authorized to sign Hours Worked Certification and Time Record forms. (**Note:** If a person not listed below signs the Hours Worked Certification or Time Record forms, the student's earnings may be delayed!)

Name – Please Print

Name – Please Print

Name – Please Print

Campus Box # / Phone #

Campus Box # / Phone #

Campus Box # / Phone #

E-mail Address

E-mail Address

E-mail Address

Signature

Signature

Signature

✓ **Please attach a "Job Description" form and confirm the student's employment paperwork is complete with Student Financial Aid.**