

UC Santa Barbara
Policies
Issuing Unit: Student Affairs

Attachment 4465 C
Date: June 1, 1985

UNIVERSITY OF CALIFORNIA, SANTA BARBARA
STUDENT FINANCIAL SERVICES
WORK-STUDY PROGRAM

Date: _____

TO: _____

ATTN: _____

_____, is now cleared to start working for your agency and is eligible to earn a maximum of \$_____ under the following:

- Summer Work-Study Program (ending September_____)
- Academic Year Work-Study Program (ending June_____)

This student may work_____hours between_____and

Please do not allow the student to work beyond his/her allocation, nor beyond the maximum hours for each pay period. The agency must be responsible for the payment of 100-percent of the salaries earned in excess of the student's allocation and for salaries earned in excess of the maximum hours for each pay period.

A monthly time report will be mailed to you by the 15th of each month for use in reporting hours worked. It is important that your agency return this report to our office by the 23rd of the month to insure that students receive their paychecks on time. Pay periods run from the 21st of one month through the 20th of the next, and timekeeping in preparation for the report is the responsibility of the agency.

Please be certain that each student is aware of his/her employee responsibilities. If a student's performance falls short of reasonable standards, take whatever action seems appropriate. If for any reason the student's employment is terminated, please notify this office as soon as possible.

Sincerely,

Work-Study Coordinator

Please direct questions about these policies to Meta.Clow@vadmin.ucsb.edu. For questions or comments regarding the format of the above information, please contact webcontact@ucsbuxa.ucsb.edu.

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