

## Get Ready...

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NEW

experience



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### Newswire Spotlight!

New beginnings introduce new opportunities and this would certainly be no exception. During the workshop we will unveil an all new, redesigned front end of the On-Campus Employer Work-Study web page. We believe the new look will thrill and excite even the most avid web user with its clean, organized and sharp layout. This new platform officially marks the beginning of many other amazing new developments to come. **Stay tuned...**

### New Beginnings

**WORK-STUDY WORKSHOP SCHEDULED FOR WEDNESDAY SEPTEMBER 20TH FROM 9:00 TO 11:30 AM IN DODD 147...**

Sometimes we all need a moment of reflection to rethink our approach...this summer, we've done just that and we are ready to release the first phase of what we hope you'll find to be an exhilarating new Work-Study experience. Shaping our vision of what Work-Study will look like in the future begins with a return back to basics to redevelop and strengthen the program's core. With this we are very pleased to bring you the re-introduction of the annual Work-Study program workshop.

Please RSVP via e-mail to [wrkstudy@saonet.ucla.edu](mailto:wrkstudy@saonet.ucla.edu). In the subject line write "Work-Study Workshop." In the body of the email, provide us your full name, e-mail address, and four digit department code. Please make sure to bring a pen and a notepad. Also, if you wish to participate in our **grand prize** drawing, your RSVP should include the answer to the two part question below. *The question is "Alejandra Hurtado in the Work-Study Office received her Bachelor's degree from what school and in what field?"* All correct responses will be added to our pool from which one winner will be selected during the workshop—must be present to win. The training will cover essential program administration details that you will not want to miss. We encourage you to attend and to invite others in your department who play a role in managing the program (particularly Payroll/Personnel). We look forward to seeing you there.

### Academic Year Placement

Departments may begin the placement/hiring process of Work-Study employees by completing the following:

1. **Departmental Agreements:** A Departmental Agreement must be completed, signed, and faxed to Work-Study Office at **X65530**, before you are permitted to submit Job Postings and/or On-Line Referral Forms via the Work-Study Job Bulletin (WSJB) located at:  
  
[http://www.fao.ucla.edu/wrkstd\\_employer.index.asp](http://www.fao.ucla.edu/wrkstd_employer.index.asp)
2. **Job Postings:** Before a department can hire a student under the Work-Study Program, Job Postings must be submitted and approved by the Work-Study Office via the (WSJB).
3. **On-Line Referral Forms:** Referral Forms are used to authorize a student's participation under the Work-Study Program. A Referral Form becomes available for submission via the (WSJB) after a student accepts his/her Work-Study award. Referral Forms must be submitted prior to processing EDB.

**Reminders:** Summer Job Postings are not automatically rolled over into the Academic Year. For this reason, Job Postings must be retrieved and resubmitted via the (WSJB) for review and approval.

Departments will be responsible for paying 100% of hours worked by students after the Last working day of summer (9/15/06) and prior to the First working day of the Academic Year (10/02/06).

**Special Note:** for Pay Cycle (09/24/06-10/07/06), departments may pay up to a maximum of 20 hours under the Work-Study program for students working between (10/02/06-10/07/06).

### Work-Study Calendar

**Aug 28, 06:** WSJB activated for the Academic Year  
**Sep 15, 06:** Last work day for summer (Quarterly)  
**Oct 2, 06:** First work day for Academic Year (Quarterly)  
**Feb 2, 06:** **PLACEMENT DEADLINE!**  
**May 11, 07:** Last work day for Law  
**Jun 15, 07:** Last work day for Academic Year (Quarterly)

Kindly assist us by passing this information along to other personnel within your department who have an interest in the Work-Study program. To subscribe/unsubscribe from the Work-Study listserv, please go to:

<http://lists.ucla.edu/cgi-bin/mailman/listinfo/workstudy>