

# Guide to the On-Campus Work-Study Agreement

## Completing the On-Campus Work-Study Agreement

Once you have established your UCLA Logon ID complete the following steps:

1. Access the Work-Study Homepage: <http://www.fao.ucla.edu/workstudy/>
2. Click **ON-CAMPUS EMPLOYERS** (*See Figure 1 below*)
3. Click **GO to proceed** (*See Figure 2 below*)
4. Enter your UCLA Logon ID & Password and click **SIGN-IN** (*See Figure 3 below*)
5. The online WSJB directs you to the Account Application Information page (*See Figure 4 below*). Review the Account Application Instructions and click **CONTINUE**
6. Follow the on screen instructions
  - a. **The Account Application process requires your:**
    - i. Full name, phone number and email address
    - ii. MSO/Director's name, phone number, and email address
    - iii. Departmental fax number, address and mail code
    - iv. Department Name and four digit FS code (for each distinct FS code you intend to hire students under)
7. The last step of the Account Application process will display the **Departmental Work-Study Agreement** (*See Figure 5 below*).
8. Using your browser page setup option (normally under "File/Page Setup"):
  - a. Choose "Landscape" orientation and adjust the margins to the minimum requirements (you can enter "0" and the browser will automatically determine the minimum values)
  - b. **Print out the Agreement**
9. Carefully read the terms and conditions stated in the Agreement. Confirm that you and your MSO/Director's contact information, the department name and FS Code are correct.
10. **To be valid, the Agreement must contain two distinct signatures, yours and your MSO/Director (If you the user are the MSO, your department head (Director/Dean) must be named on and sign the Agreement)**
11. **Fax your signed Agreement to WSO at x65530**

### APPROVED AGREEMENTS

When your Agreement is approved, an automated email notification is sent to you, the user, and to your MSO/Director confirming your access to the WSJB. Your access to the WSJB is activated and you may begin to manage your department's Work-Study positions.

### DENIED AGREEMENTS

Agreements requiring additional follow up will be denied. WSO will contact you directly via phone and/or email to discuss the status of your Agreement.

Agreements are generally processed by WSO within 48 hours of receipt. Each user requesting access to WSJB must complete all steps as described above.

Figure 1

 

About Us	FAO Information	Calendar	Forms	Publications	MyFAO
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Work-Study Portal:

- + **On Campus Employers**
- + Off Campus Employers
- + Student Work-Study Information

Step 2

✉ UCLA Work-Study Office  
A 128 Murphy Hall  
Los Angeles, CA. 90024

☎ 310.206.0446

📠 310.206.5530

📧 wrkstudy@saonet.ucla.edu

Figure 2

CONTACT US | LINKS SEARCH:

# UCLA

## FAO: Work-Study Office

A Department of Student Affairs

ON CAMPUS-EMPLOYER: WS Calendar Newswires Contact Us Publications

### Login

Forgot Password?  
Register Now

go

### Getting Started.....

- Review the On-Campus Employer Guide
- Set up your UCLA Logon
- Complete your departmental Work-Study agreement
- Fax your agreement to WSO at x65530
- Join the Work-Study listserv
- Log into WSJB and initiate the placement process

### What's Happening

New Experience

### UCLA Links

- Bruin Online
- Payroll Office
- Campus Human Resources
- Career Center

### Work-Study Payroll

- Work-Study Payroll Adjustment Guide
- Time Record Guide
- WSP Codes
- Invalid Accounts
- Setting program limits:
  1. New Hires IP
  2. Re-Hires IP

### External Links

- California Labor Law
- Dept of Homeland Security
- I-9
- Dept of Ed (Chpt 2).

### Contact Us

- Office Address
- Office Phone Numbers
- Window Service Hours
- General Email Address

### Placement

- Retrieve and/or create a "Job Requisition" IP
- Tips to "Writing a Winning Job Requisition"
- 10 things to know about the "Online Referral Form"

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Step 3

Figure 3

# UCLA Work-Study Job Bulletin for Employers (WSJBe)

Step 4

**Sign In**

LOGON ID:

PASSWORD:

LOGON TYPE:

[forget your ID or password?](#)

- Useful Links:**
- [More about UCLA Single Sign-on](#)
  - [Sign up for a UCLA Logon ID](#)
  - [Frequently Asked Sign-In Questions](#)

- Help for Work-Study Job Bulletin for Employers (WSJBe)**
- **web:** [https://www.fao.ucla.edu/wrkstd\\_employer/](https://www.fao.ucla.edu/wrkstd_employer/)
  - **email:** [wrkstudy@saonet.ucla.edu](mailto:wrkstudy@saonet.ucla.edu)
  - **phone:** 310-206-0446

UCLA ISIS Authentication Service:  
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