Hello Hiring Manager

This year we are encouraging departments to post their Workstudy positions, and process the Work study offer.

Please let me know if you do not have access to the Workstudy website.

Here are the instructions

> Launch <https://financialaid.berkeley.edu/work-study>

>Select Current Employer Login

> Enter Your CalNet ID

>I recommend that you Read the Help TAB

>Select the Jobs TAB

>Select New Job

>Follow the instructions

>Using the Background Check worksheet (attached) determine if a Background Check is needed for the duties.

If so: add Background Check required to the Requirements section of the job description

> Enter me as the Payroll Contact

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> Minimum Wage effective July 1, 2019 is $15.59 per hour.

Please ensure that the salary is current in the job posting.

You will find all of the Student Rates at this link: <https://hr.berkeley.edu/compensation-benefits/compensation/salary-and-pay/non-represented>

**When you have selected a student to Hire, Process the Workstudy Offer**

**>**Set the start date at least a week or two in the future
> Process the WorkStudy Offer
>Request a Position Number from Alexandra Austin in the Haas HR Office
>Get the Student ID number

> Launch <https://financialaid.berkeley.edu/work-study>

>Select Jobs

>Select Current Jobs

>Select Your Workstudy job number

>Select Offer Job

>Enter the Student ID and the UCPath Position Number

>Click Offer Job - this will send a message to the student to accept the offer.

>You will receive an automated message from the Workstudy Office with additional instructions.

**Haas Casual Smartsheet**

Effective Sept 1, 2019 we are using a Smartsheet to process Casual Student Hires, and Rehires.

Please add your new Hire to the Haas Smart Sheet, after which we will coordinate onboarding.

After your new hire or rehire has attended onboarding they can begin working

Please let me know if you have any questions.