

Work-Study Program



POST YOUR POSITION IN COMETCAREERS

All work-study positions can be posted beginning August 3rd. Students are eligible to work between September 1st and May 15th.



SUBMIT HIRING PROPOSAL FORM AND CBC

Department contacts will complete the HPF*, and students will complete the top portion of the CBC. Send forms to studentemployment@utdallas.edu.



JOB OFFER EXTENDED

The Career Center will extend the job offer to the student after a cleared CBC has been received.



STUDENT COMPLETES PAPERWORK

Students must come to the Career Center to complete their new hire paperwork before they begin work.



STUDENTS BEGIN WORK

Departments can now submit the PAF or any other department specific forms.



MONITOR STUDENT AWARDS

Departments should monitor their student's awards and hours worked.

*2015-2016 Work-Study Cost Center, distributed at 75%, is 61055028. This number, along with the department cost center, should be on the Hiring Proposal Form. The HPF will be used by Payroll to initiate all new hire and rehire ePARs.

**Questions? Contact us for more information.
(972) 883-2943 | studentemployment@utdallas.edu | SSB 3.300**