

College Work-Study Student Information

What is College Work-Study? College Work-Study provides part-time jobs for select undergraduate and graduate students, allowing them to earn money to help pay education expenses.

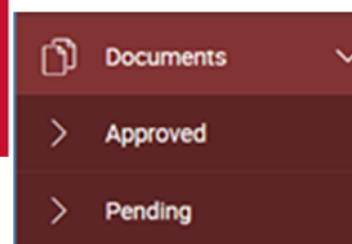
Getting Started:

- Log in to your AccessUH account at <https://accessuh.uh.edu/login.php>.
- Click on the Cougar Pathway icon.
- Complete your profile by clicking the **Profile** tab at the side. Next, click the **Personal Profile** link and complete all of the fields. Repeat this step for the **Academic Profile** link as well.
- Upload your resume into Cougar Pathway (please note that UCS reviews all resumes before approving them and this takes 24 – 48 business hours).



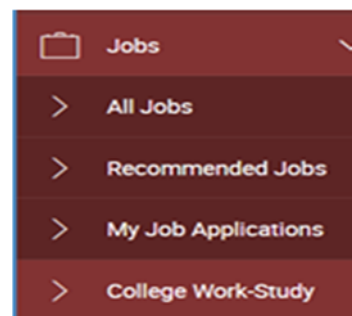
Uploading a resume in Cougar Pathway:

- Click on the **Documents** tab on the left side of the page.
- Select the **Add New** button.
- In the **Label** text box, enter your name, and click the resume option.
- Click on the **Browse** button and navigate to your file. Select the file and click **Submit**.



How to Apply for College Work-Study Jobs:

- Click on the **College Work-Study** link under the **Jobs** tab to search for jobs.
- Click on the **Job Title** link to view the description of the position.
- If you are interested in applying for the position, click on the **Apply** button that is located to the left of the job title, and then select your preferred resume. *Note: New jobs are added to Cougar Pathway Daily.*



How the Hiring Process Works:

- The department will contact applicants that they wish to proceed with an interview, and then decide which student will be given the offer for the position.
- To view the status of your application, click on the **My Job Applications** link under the **Jobs** tab.
- Click on the **College Work-study Offer Status** dropdown and select **Pending**.
- When a department extends an offer for the position, you will see the Offer Status and you are given the option to **Accept Offer** or **Decline Offer**. The offer must be accepted before the expiration date given and before the department can complete the necessary paperwork to hire you.

For more information or assistance, contact University Career Services at

713-743-5100 or UHUCS@UH.EDU.

College Work-Study Program Frequently Asked Questions

What if I didn't sign up for Work-Study on my FAFSA form?

Contact the Financial Aid office at (713) 743-1010, to request to be added to the wait list.

What if I can't access College Work-study jobs in Cougar Pathway?

Before you can begin searching or applying for CWS jobs, you must first have applied for, received, and accepted the CWS award through the myUH – Financial Aid account, www.accessuh.uh.edu. If you have accepted your award and still do not have access, please contact University Career Services.

Can I accept my award and not take a job right away?

Yes, but be aware that there is no guarantee that a CWS position will be available later and awards may be taken away after a certain time period; please consult with Financial Aid.

Will there be College work-study jobs available at all times?

CWS jobs are dependent on the needs of the university departments and offices. Jobs are posted throughout the year.

Do I actually have to work in order to receive the CWS award?

YES, you have to work in an approved CWS position in order to receive the money of the award. Students can work up to 20 hours per week. In addition, students are paid on a bi-weekly basis (every two weeks).

How do I complete a Criminal History Record Investigation (CHRI)

To process your Criminal History Record Investigation (CHRI), you will receive an email from HireRight with instructions for completion. HireRight is a third-party background screening company.

Does my paycheck go directly to any outstanding balance on myUH account?

Work-Study students are paid every two weeks. Work-Study students must sign in for work as they report to work and sign out as they leave each day. Students' paychecks will be deposited directly into their bank account after required paperwork is completed with Human Resources/Payroll. It is the responsibility of the student to pay any outstanding balances.

Can I quit my job?

You or your employer may terminate your position at any time. Please give your employer a courtesy two-weeks notice. Your employer will need to fill out the necessary termination forms in order for you to obtain another CWS position. If the proper termination steps are not completed, this will delay your payment of CWS monies or delay the start of your next CWS position (same academic year).

What if I already have a Non-Work-Study position on-campus and I receive the CWS award? Can I apply for a CWS position?

Students are not allowed to hold multiple UH paid positions when you are in the College Work-Study program. If you are currently work a non-college work-study job on campus, and you have been awarded College Work-Study through Financial Aid, your employer can post the job as a College Work-Study position.

What happens after you accept the position in Cougar Pathway?

You will receive a request for a Criminal History Record Investigation (CHRI) (background check) via email.

You must visit Human Resources to complete I-9 and Direct Deposit forms. (You will need to bring two forms of ID and your bank routing and account number.)

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