

State
University
of
New York

2009 - 2010

F E D E R A L

WORK-STUDY

HANDBOOK FOR STUDENTS & SUPERVISORS

at
New Paltz

WHAT IS THE FEDERAL WORK-STUDY PROGRAM?

Federal Work-Study (FWS) is a federally funded financial aid employment program. To be eligible you must be full-time, matriculated, and enrolled in an undergraduate or graduate program. Eligibility is based on need as determined by the Free Application for Federal Student Aid and the availability of funds at the time of application. Work-Study funds are limited and are awarded to the extent that funding permits. Students awarded FWS are sent hiring packets by email at the beginning of the fall semester. Additional packets will be available at the Work Study Job Fair or in the Financial Aid Office located in HAB 603.

A FWS award is not a guarantee of a job. To be considered for employment you should bring your hiring packet to the Work Study Job Fair held at the beginning of the fall semester.

Students are awarded Work-Study funds, which must be earned through part-time employment, as part of their financial aid package and are notified of their allocation through an award letter from the Financial Aid Office. Students may work up to twenty hours per week and are paid hourly earning \$7.25 per hour. **FWS may not be used to defer college charges.**

A wide variety of jobs are available through the FWS program. Work-Study students are involved in almost every area of the institution. An effort is made to place students in positions that will utilize their skills and interests while they earn funds to assist with their personal expenses. The college also offers a limited number of off campus positions with local non-profit agencies as part of our Community Service Learning Program. These positions are designed to give the FWS student a broader work experience while at the same time improving the quality of life for community residents.

WHAT HAPPENS AFTER A STUDENT IS AWARDED FWS?

After you have been awarded Federal Work-Study you should proceed as follows:

- 1) Review and fill out the employee sections on all employment forms provided in the hiring packet.
- 2) Come to the annual Work Study Job Fair. If you can't attend, review the list of departments that hire FWS students. A list of *Available Work Study Positions* will be posted on the Financial Aid website under Work Study after the Job Fair. Go directly to those departments you are interested in with your paperwork to apply. If you need further assistance go to the Student Employment Office (HAB 607A). Walk-in hours are 8:30a.m. - 4:00p.m., Monday through Friday. During an interview, job descriptions and responsibilities will be discussed so you can determine which job best suits your needs and interests.
- 3) After the clearance form has been completed, **you must return it to the Student Employment Office (HAB 607A) along with the I-9 form before you start working. If they are not received you will not be put on the payroll and your time sheet will be rejected.**
- 4) Complete the student section of the clearance form and the I-9 form. Your supervisor will complete the employer section of the clearance form and the I-9 form. You will need to present identification to have the I-9 completed. If you have an Alien Registration Card or U.S. Passport that is all you will need to present. Otherwise, you will need to present a photo ID **and** either a Social Security Card or Birth Certificate. See back of I-9 for complete list of acceptable documents. Once the I-9 is completed it is valid for three years.

NOTE: SUPERVISORS SHOULD NOT ALLOW STUDENTS TO WORK UNTIL ALL NECESSARY PAPERWORK HAS BEEN COMPLETED.

- 5) After the clearance form has been completed, you must return the Financial Aid copies along with the I-9 form to the Student Employment Office (HAB 607). These forms must be received before you start working. If they are not received you will not be put on the payroll and your time sheet will be rejected.
- 6) You must go to the Payroll Office to submit a W-4 form and the appropriate IT-2104 or IT-2104-E form if you do not have valid forms on file for the current year. The W-4 and IT 2104-E form must be renewed every year if you claim 'EXEMPT'. **You must also submit to the Payroll Office the New York State Employees' Retirement System Membership Form for College Work Study Students.**

HOW TO GET PAID ON FWS

To be paid, FWS students must:

- 1) Make sure all necessary paperwork (clearance form, I-9, W-4, IT2104/E) has been completed and is on file in the appropriate office.
- 2) Make sure supervisors record work hours daily and sign time sheets at the end of the payroll period.

NOTE: THE DEPARTMENT EMPLOYING A FWS STUDENT IS RESPONSIBLE FOR PROVIDING TIME SHEETS, SEEING THAT THEY ARE FILLED OUT CORRECTLY, VERIFYING THE ACCURACY OF THE HOURS REPORTED, AND DELIVERING THE TIME SHEETS TO THE PAYROLL OFFICE.

- 3) Paychecks are available every other Thursday in the Telecommunications Office (HAB 35). The first paycheck will be available three weeks after the first time sheet is submitted, so allow for a 4-5 week delay from the time that you begin working until you receive the first paycheck.

NOTE: IN THE EVENT THAT A TIME SHEET IS REJECTED, IT MUST BE CORRECTED AND RESUBMITTED TO PAYROLL. A REJECTION WILL RESULT IN A TWO WEEK DELAY OF THE NEXT PAYCHECK.

- 4) Time sheets must be submitted as per payroll schedules. The Financial Aid Office will provide both students and departments with a schedule of pay periods.
- 5) You must have identification to pick up paychecks.
- 6) Paychecks should be picked up promptly, as they are only valid for sixty days. Checks that are not picked up and cashed within sixty days will have to be reissued.
- 7) Paychecks that arrive after the semester ends will be mailed to you if you have provided the Telecommunications Office (HAB 35) with a self-addressed, stamped envelope. If no envelope is provided the check will remain in Telecommunications for sixty days.

WHAT EVERY FWS STUDENT SHOULD KNOW

- 1) A FWS student may only work one job during any given payroll period.
- 2) Students are allowed to change jobs, but they must do so at the end of a payroll period.
A new clearance form is always needed when changing jobs. Additional clearance forms are available in the Student Employment Office (HAB 607).
- 3) The allocation listed on the clearance form is the amount the student may earn over the course of the academic year, assuming enrollment for two semesters.
- 4) Students must stop working by the last day of the fall semester if they will not be returning to school for the spring semester. **Students returning to the same job for the spring semester will not need a new clearance form because the fall clearance will automatically renew itself for the spring semester.** A new clearance form is always needed at the beginning of the summer session or when changing jobs. The last day to work for the spring semester is Commencement.
- 5) Summer FWS awards are separate from academic year awards. Students interested in summer FWS must submit an application to the Financial Aid Office before June 12th. A Free Application for Federal Student Aid must also be on file for the upcoming academic year and all requested documents must have been submitted to the Financial Aid Office.
- 6) Work-Study allocations must be earned during the period in which they are awarded. Money not earned by the end of the academic year is forfeited.
- 7) Students are responsible for monitoring their earnings. Students can get a current balance by calling Financial Aid.
- 8) Students must stop working when their allocation is exhausted.
- 9) Students are required to call their employer if they cannot work as scheduled. Failure to do so can result in termination. Failure to carry out job responsibilities as assigned can also result in termination.
- 10) Students' allocations and authorization to work periods are subject to change at any time due to possible funding shortfalls, etc.
- 11) Students found to have falsified information on a time sheet are subject to disciplinary action by the college and loss of eligibility for the Federal Work-Study Program for a period of time.
- 12) Students may work up to twenty hours per week while school is in session and thirty-five hours per week when school is not in session.
- 13) Students cannot work more than seven hours at a time without a half hour break.
- 14) Students who claim "EXEMPT" on the W-4 & IT 2104/E form must complete new ones at the beginning of each new calendar year.

- 15) Students should be aware of confidentiality issues, responsibilities, policies, and procedures when working in an office. If a student will be working in a department that allows him or her to have access to confidential information, it is the student's responsibility to check with their supervisor first before disclosing any personal information to another party. In other words, "When in doubt, don't give the information out!" Also, disciplinary action may be taken against a student if confidentiality is broken.

WHAT EVERY FWS SUPERVISOR SHOULD KNOW

- 1) Students will be referred to departments based on the FWS request form submitted each spring. Departments should contact the Financial Aid Office if their needs change during the year.
- 2) When hiring FWS students be sure to explain exactly what will be expected of them in terms of job duties, attendance, and performance. It is helpful to put this in writing.
- 3) **Do not allow a student to work before you have signed their clearance form and I-9 form.** Supervisors should retain a copy of the clearance form and have the student return the clearance form and I-9 to the Financial Aid Office. Tax forms should be dropped off in Payroll (HAB 301). Students cannot be paid until all forms are submitted. **If a time sheet is rejected it must be resubmitted after the problem is resolved.**
- 4) Supervisors should designate a place where students can sign in and out. It is the **supervisor's responsibility to verify the accuracy of the time sheets and to sign and deliver them to the Payroll Office** every other Thursday.
- 5) If a problem arises with a student, try to resolve it if at all possible. If the problem cannot be resolved supervisors have the right to terminate employment. Students should be notified in writing as to why they are being terminated and a copy of the letter should be sent to Financial Aid.
- 6) Supervisors must make students aware of confidentiality issues, responsibilities, policies, and procedures. If a student will be working in a department that allows him or her to have access to confidential information, it is the supervisor's responsibility to inform and make sure that the student understands the consequences if any breaches of confidentiality occur. Also, it will be the supervisor's responsibility to pursue disciplinary action against the student if confidentiality is broken.

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