

State
University
of
New York

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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 can apply for work study positions on-line at:

<https://newpaltz.studentemployment.ngwebsolutions.com> .

A FWS award is not a guarantee of a job. The number of work study positions is limited so prepare ahead of time. Apply on-line and bring your documentation required to complete the I-9 form. Keep in mind that you will be interviewing with department supervisors so dress for success.

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 their financial aid awards located on my.newpaltz.edu. Students may work up to twenty hours per week and are paid hourly, earning \$11.10 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 precede as follows:

- 1) Review and apply for positions on-line. You will be contacted by Department Supervisors to set up an interview. During an interview, job descriptions and responsibilities will be discussed.
- 2) Review the I-9 form and the federal and state tax withholding forms. You will complete the I-9 form with the Payroll Office once you are hired. Your completed I-9 form along with your W4 (federal tax withholding form), and IT-2014 or IT-2104E (state tax withholding form or state tax exempt withholding form) must be submitted to the Payroll Office before you start working. The supervisor will notify the Payroll Office that you have been hired by completing the on-line hiring process.

***You will need to present identification to have the I-9 completed. If you have a Permanent Resident 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 the back of the I-9 for a complete list of acceptable documents. Once the I-9 is completed it is valid for three years without break in employment. Please note that documents with and expiration date cannot be expired.

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

- 3) You must go to the Payroll Office (HAB 301) to submit the I-9, W-4 form and the appropriate IT-2104 or IT-2104-E form. Continuing students who worked during the prior academic year do not need to complete an I-9 and only need to submit new tax withholding forms if a change is being made in the number of exemptions, exemption status, and/or adjust amount of additional monies being withheld.
***The W-4 and IT 2104-E form must be renewed every January if you claim 'EXEMPT'.

HOW TO GET PAID ON FWS

To be paid, FWS students must:

- 1) Make sure all necessary paperwork (I-9, W-4, IT2104/E) has been completed and is on file in the Payroll Office. Student must apply using the online hire process and the supervisor must complete the online hire process.
- 2) Make sure time records are updated each day you work in the online Time and Attendance System (TAS). Time records should be submitted no later than the end of the last day of the pay period. Refer to the Payroll Schedule for College Work Study and Student Assistants, which can be found on the Payroll Website - www.newpaltz.edu/payroll.

NOTE: THE DEPARTMENT EMPLOYING A FWS STUDENT IS RESPONSIBLE FOR VERIFYING THE ACCURACY OF THE HOURS REPORTED AND TAKING ACTION ON TIME RECORDS IN A TIMELY MANNER.

- 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 IN THE TAS. A REJECTION WILL RESULT IN A TWO WEEK DELAY OF THE NEXT PAYCHECK.

- 4) You must have identification to pick up paychecks.
- 5) 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.
- 6) 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 can only have one work study position/job.
- 2) Students are allowed to change jobs, but they must do so at the end of a payroll period.
The on line hiring process must be completed when changing jobs.

- 3) The allocation listed on the student's financial aid awards and the on-line application is the maximum 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 complete the on-line hiring process and can resume working for the spring semester.** The on-line hiring process is always needed when changing jobs. The last day to work for the spring semester is Commencement. *For seniors who are graduating the last day to work is the last day of classes.*
- 5) Work-Study allocations must be earned during the period in which they are awarded. Awards not earned by the end of the academic year cannot be carried forward. Each year a student must complete the FAFSA to determine if the student is eligible for work study the following academic year. It is important to apply early as awards are made until the funds are exhausted and students selected for verification will not become eligible until verification is complete. Students awarded work study are not guaranteed an award the next academic year.
- 6) Students are responsible for monitoring their earnings. Students can get a current balance by contacting the Payroll Office.
- 7) Students must stop working when their allocation is exhausted.
- 8) 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.
- 9) Students' allocations and authorization to work periods are subject to change at any time due to possible funding shortfalls, etc.
- 10) 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.
- 11) Students may work up to twenty hours per week while school is in session and twenty nine hours per week when school is not in session. If a student has a Student Assistant position in addition to a work study position the same rule applies. Students cannot work more than twenty hours while classes are in session or exceed eight hours of work in a day. Students who are not in compliance may lose their work study eligibility.
- 12) Students cannot work more than six hours at a time without a half hour break.
- 13) Students who claim "EXEMPT" on the W-4 & IT 2104/E form must complete new ones at the beginning of each new calendar year.
- 14) 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

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.

Do not allow a student to work before the I-9 form is completed. Supervisors should have the student complete the I-9 and tax withholding forms with the Payroll Office (HAB 301). Students should not start working until the supervisor has completed the on-line hiring process and payroll forms have been submitted since students cannot be paid without all of these in place. **If a time record is rejected it must be resubmitted after the problem is resolved.**

It is the **supervisor's responsibility to verify the accuracy of the time record and approve or deny it** no later than the Friday after the last day of the pay period.

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.

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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