



FEDERAL WORK-STUDY SUPERVISOR GUIDE

FINANCIAL AID OFFICE
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INTRODUCTION

This handbook provides you, the employing supervisor, with essential information about the Federal Work-Study program. It has been designed to furnish you with the following information:

1. An outline of the correct procedures for obtaining federal work-study students.
2. A description of your responsibilities as a supervisor to the students you employ and to the Federal Work-Study Program.

CONTENTS

Page

Student Eligibility Requirements	3
Departmental & Agency Requirements	3
Federal Work-Study on the Web	3
How Many Hours May Students Work?	3
How Are Students Referred to Your Department?.....	3
The Federal Work-Study Agreement.....	4
Family Educational Rights & Privacy Act (FERPA)	4
What If a Student Does Not Seem Right for a Job?	4
Payroll Procedures	5
How Much May a Student Earn Per Hour?	5
What Happens If My FWS Student Has Not Been Paid?	5
What Happens If a Student Exceeds the Awarded Earnings?	5
Calculating the Number of Hours a Student May Work	5
Mandatory Work Breaks	6
Sick Days & Holidays	6
What Is My Main Responsibility to the FWS Students I Hire?	6
What Else Should I Know About the FWS Program?	6

APPENDICES

A. FWS Agreement	
B. FERPA Agreement	8
C. FWS Time Sheet	9
D. FWS Payroll/Payment Schedule	10

STUDENT ELIGIBILITY REQUIREMENTS

The Financial Aid Office awards eligible students with Federal Work-Study (FWS) funds, establishes allowable rates of pay, and conducts job placement. To be considered eligible, students must:

1. Be matriculated and enrolled for at least half-time study (minimum of 6 credits hours).
Note: Summer FWS students do not have to be enrolled in classes during the summer.
2. Be either U.S. citizens, permanent resident aliens, or other eligible classifications of non-citizen.
3. Meet U.S. Department of Education eligibility requirements and have completed a Free Application for Federal Student Aid (FAFSA).
4. Demonstrate financial need. (Financial need is established by a uniform need analysis evaluation performed by SUNYIT according to federal guidelines.)
5. Be in good academic standing at the college and maintain satisfactory academic progress according to federal guidelines.

DEPARTMENTAL & AGENCY ELIGIBILITY REQUIREMENTS

The fundamental requirement is that the office and/or agency be affiliated with, or part of, the SUNY Institute of Technology community (i.e., an academic or administrative department) or have contracted with the SUNYIT to participate in the College's Federal Work-Study Program.

FEDERAL WORK-STUDY ON THE WEB

You will be able to view your job description on the Financial Aid webpage under "Work-Study Program," "Work-Study Positions" at <http://www.sunyit.edu/apps/jobs/?category=wrks>. All jobs are posted here and students are directed to use the online job search to look for Work-Study employment opportunities. The posted job listings provide students with a job title, contact name, location, phone number and a job description. You may also print the Work-Study time sheet and payroll schedule on the Work-Study Program page at http://www.sunyit.edu/financial_aid/workstudy.inc

HOW MANY HOURS MAY STUDENTS WORK?

During the time classes are in session, students are permitted to work up to 20 hours per week, however it has been our experience that usually students can comfortably work from 8 to 10 hours per week, depending on the amount of the award and their class schedules. When classes are not in session (January intercession and spring break) or during the summer, students may work up to 40 hours per week with the permission of the Financial Aid Office. **(Please Note: Students may not work when classes are not in session without the permission of the Financial Aid Office.)** Once students have earned their full award, they must stop working. Funds are not available for additional hours.

HOW ARE STUDENTS REFERRED TO YOUR DEPARTMENT?

Students who receive FWS awards receive information from the Financial Aid Office directing them to the Financial Aid Work-Study webpage. After browsing through the job listings and finding a suitable job, students contact you, the prospective supervisor, for additional information on the position and an interview. Students are asked to bring their financial aid award letter with them to the interview as a form of proof for the supervisor that they were awarded Work-Study for the semester.

THE FEDERAL WORK-STUDY AGREEMENT

The Federal Work-Study Agreement is your introduction to the prospective student employee. It lists:

- * student's name,
- * student's ID Number and last 4 digits of SSN
- * amount of the award
- * pay rate
- * hours per week
- * your name, department, and room number

You must sign the agreement. At this time, you should discuss and arrange the student's work schedule so that it is satisfactory to both you and the student. *Please note that students may not work during their regularly scheduled class hours except in documented cases where the class was canceled or dismissed early.* The student must then return the agreement to the Financial Aid Office. **For the fall/spring semester, the student may not begin work until the first day of classes and until the signed agreement, FERPA form, tax forms, and identification documentation have been submitted to the Financial Aid Office. For the summer semester, students may start the day after final exams only if all required paperwork has been submitted to the Financial Aid Office.**

The agreement indicates that you have given the student a description of his/her duties and that you have read and understand the SUNYIT Federal Work-Study Supervisor Guide. The supervisor should retain a copy of the agreement in the student's folder and return a copy to the student.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

All SUNYIT employees, including FWS students, who may have access to student education records/or client information must adhere to federal FERPA regulations which govern the confidentiality, use, and release of these records. In general, under FERPA, all student information must be treated as confidential. Even the release of so-called public or "directory information" may be subject to restriction on an individual basis. An employee of the college must not, under any circumstances, release to any person (or persons) information about a student unless their position specifically requires them to do so. Your FWS students should be instructed to refer any requests for information to you the supervisor. In addition, you should limit access to information your FWS students do not need to do their job and should caution them not to exchange information about students that they may have learned while performing their job. Stress to them that even a minor disclosure of information (e.g., telling another student of someone's class schedule) may be a violation of the federal FERPA regulations and result in penalties including the loss of job.

A FERPA agreement will be given to each student along with the Work-Study Agreement. The statement should be read and signed by the student and supervisor. The original copy is returned with the Agreement to the Financial Aid Office. The supervisor should retain a copy of the FERPA form in the student's folder and return a copy to the student.

WHAT IF A STUDENT DOES NOT SEEM RIGHT FOR THE JOB?

You are not required to hire students that have contacted you. If you feel a student that you have interviewed is not suited to the position, please inform them as soon as possible so that they may continue to look for a position.

PAYROLL PROCEDURES

Students may be paid only for hours worked. These hours must be recorded on a FWS time sheet which covers a two-week work period. Supervisors may print the time sheet online at http://www.sunyit.edu/financial_aid/workstudy.inc and complete one for each student worker. For each work period there is a deadline by which the Financial Aid Office must receive the time sheet in order for the student to be paid on time. The Payroll Schedule can be printed from http://www.sunyit.edu/financial_aid/workstudy.inc. It lists the work periods and the time sheet due dates. Time sheets may be mailed, faxed or delivered to the Financial Aid Office via interoffice mail in sealed envelopes with your signature across the sealed flap. Under no circumstances may a student hand deliver a time sheet unless it is in a sealed envelope with the supervisor's signature across the seal. If a time sheet is faxed, the original must also be delivered to the Financial Aid Office.

The time sheet must be filled out accurately and completely. If incomplete, the time sheet will be returned to you for correction. The student will then have to wait until the next scheduled distribution to receive his or her money. The supervisor who signs the time sheet must be the same person who signed the FWS Agreement.

Paychecks or check stubs are available for pick-up in the Business Office after 3 PM on the day preceding the paycheck date. Paychecks must be stored in a secure area. All unclaimed paychecks should be returned to the Business Office within 14 days of check date.

Lost paychecks should be reported to the Payroll Office immediately. A stop payment will be placed on the lost check. It takes approximately 3-4 weeks for a duplicate paycheck to be issued.

HOW MUCH MAY A STUDENT EARN PER HOUR?

The student's hourly rate is listed on the Work Study Agreement. Presently, on-campus work study students may receive \$7.15 per hour.

WHAT HAPPENS IF MY FWS STUDENT HAS NOT BEEN PAID?

If you discover that a student did not receive his or her check, please contact the Financial Aid Office. Every step will be taken to rectify the matter.

WHAT HAPPENS IF A FWS STUDENT EXCEEDS THE AWARDED EARNINGS?

You and the student share in the responsibility to see that students do not exceed the approved earnings for the semester and academic year. You should both keep track of the number of hours worked and the money earned so that the student does not exceed his or her FWS award. If a student earns over the awarded amount, he/she cannot be paid from FWS funds.

CALCULATING THE NUMBER OF HOURS A STUDENT MAY WORK

The formula for determining how many hours a student may work is as follows: Divide the total FWS award by the rate of pay. This will give the total number of hours the student may work. Then, divide the total work hours by the number of weeks the student expects to work to get the number of hours the student should work per week to earn their full award.

Example: \$1,000 FWS award / \$7.15 pay rate = 250 hours / 30 weeks = 8.3 hours per week

MANDATORY WORK BREAKS

If a student works more than 6 consecutive hours, he/she must take a mandatory work break. One-half hour is the minimum break allowed. Total hours for the day must not include break, lunch, or dinner periods.

SICK DAYS & HOLIDAYS

FWS students may be paid only for the hours they work. They may not be paid for sick days or holidays. Federal and state law prohibits any deviation from this regulation.

WHAT IS MY MAIN RESPONSIBILITY TO THE FWS STUDENTS I HIRE?

You should try to ensure the students you hire have an employment experience that is educationally enhancing. A FWS position may not be directly related to a student's course of study, yet he or she may still learn a great deal about the world of work. From most any job, a student can pick up a basic attitude towards work and skills essential to successful job performance, no matter what career he or she has planned. As a conscientious supervisor, you can enrich the student's Work-Study experience immeasurably. Remember that for many students, a FWS position may be their first job. Strive to teach them how an employee should perform in a work situation.

WHAT ELSE SHOULD I KNOW ABOUT THE FWS PROGRAM?

1. Be sure that students have returned the signed FWS Agreement, the FERPA Agreement and all other documents to the Financial Aid Office before allowing them to work.
2. Keep detailed daily/weekly records of student's attendance and hours worked.
3. Students may not work without a supervisor being present.
4. FWS students cannot be supervised by other students.
5. FWS students cannot replace regular full-time employees.
6. We cannot guarantee that your requests for students will be fully met, but will strive to furnish you with as many students as possible based on our campus allocation.
7. You should not send your FWS students on personal errands in order to avoid personal liability if the student were to incur an injury while performing the errand.
8. FWS students who work on-campus are not covered under Worker's Compensation. If a student is injured on the job, please notify the FWS Coordinator so that a proper report can be filed.
9. If your student stops coming to work, contact the Financial Aid Office immediately.
10. Once you have hired a student, it may be necessary to provide training so that he or she can perform the job to your satisfaction.
11. If you are not pleased with the work or work habits of your student worker, please discuss the issues with the student. If discussion fails, you must give the student a written warning prior to termination. Final termination must also be in writing. Copies of both the warning and termination letter should be sent to the Financial Aid Office.
12. If the student must be terminated, they are no longer eligible to participate in the Federal Work Study Program at SUNYIT for one academic year after they are terminated. They may reapply after one academic year.

APPENDIX A



**SUMMER FEDERAL WORK-STUDY
AGREEMENT**

FINANCIAL AID OFFICE:

NAME: _____ SSN (last 4 nos.): _____

The above-named student is eligible to earn up to \$ _____ in Work-Study money at a rate of \$ _____ per hour for _____ hours per week during the summer _____ semester.

Date _____ Financial Aid Officer Signature _____

SUPERVISOR:

Dept. _____ Supervisor _____ Location _____

I agree to hire the above-named student at the above terms. I have given him/her a description of his/her duties and responsibilities. I have read and understand the SUNYIT Federal Work-Study Supervisor Guide.

Date _____ Supervisor Signature _____

STUDENT:

I certify that I understand:

- 1) My duties, responsibilities and work schedule as explained by the above-signed supervisor.
- 2) That I will be paid the rate per hour listed above.
- 3) That ____% of my gross earnings will be considered to be available for my educational expenses during the following fall/spring semester.
- 4) That my time sheet must be filled out properly in ink and turned in on time.
- 5) That continued employment under the Work-Study program is conditional on:
 - a.) my maintaining good academic standing with the Institute as described in the college catalog.
 - b.) my maintaining good overall work performance.
- 6) That I will not be allowed to work during periods of time when classes are not in session without prior approval of the Financial Aid Office.
- 7) Confidentiality is a requirement.

I affirm that I will use any funds I receive from the Federal Work-Study and/or any other Title IV program for expenses related to attendance at the Institute of Technology during the _____ academic year.

Date _____ Student Signature _____

APPENDIX B

**Family Educational Rights and Privacy Act
(FERPA)
Non-Disclosure Agreement**

The Family Educational Rights and Privacy Act (FERPA) is a federal law enacted in 1974 that guarantees the confidentiality of a student's records. As a student of SUNYIT, it is important for you to familiarize yourself with some of the basic provisions of FERPA to ensure that you do not violate this federal law.

You must not, under any circumstances, release to any person(s) information about a student, unless your position specifically requires you to do so. You must refer any requests for information about a student to your supervisor to ensure you do not violate FERPA.

You should avoid acquiring student records and information that you do not need to do your job, nor should you exchange information about students that you may have learned while performing your job. Even a minor disclosure of information (e.g. telling another student of someone's class schedule) may be a violation, and would result in penalties including the loss of your job. Keep any information obtained in the workplace at work.

I have read and understand my responsibilities as stated under the Family Educational Rights and Privacy Act Non-Disclosure Agreement.

Student Name (Print)

Supervisor Name (Print)

Student Signature

Supervisor Signature

Student ID No.

Department Date

APPENDIX C

SUNY Institute of Technology
2009-2010 Federal Work Study Program
Bi-Weekly Time Sheet

Employee Name: _____ Soc. Sec. Number (last 4 digits): _____

Department: _____ Line Number _____

Students may not work over 8 hours during any day nor more than 20 hours per week while classes are in session. Students may be eligible to work up to 40 hours per week when classes are not in session. You must show a 1/2 hour break when working over 8 consecutive hours.

Enter actual times worked (i.e. 9:00 am, 2:15 pm, etc.). In the "Total Hrs." column enter the total hours worked each day using whole numbers (1, 2, 3, etc.) and these decimals .25, .5, .75 (each 15 minutes worked equals .25 of an hour). All entries must be in ink.

Day	Date	Start Time	End Time	Start Time	End Time	Total Hrs.
Thursday						
Friday						
Saturday						
Sunday						
Monday						
Tuesday						
Wednesday						
Week 1 total:						
Thursday						
Friday						
Saturday						
Sunday						
Monday						
Tuesday						
Wednesday						
Week 2 total:						
Pay Period Totals						

I certify that this is an accurate statement of my hours worked.

Student's Signature: _____ Date: _____

I certify that the above hours have been worked and that the work was performed satisfactorily.

Supervisor's Signature: _____ Date: _____

Award Amount: _____	Previous Balance: _____	This Period: _____	New Balance: _____
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Supervisors should keep a photocopy of this time sheet for their records.

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APPENDIX D

**FEDERAL WORK-STUDY
Spring 2009
Time Sheet/Payroll Schedule**

***** NOTE: Spring Work Study Ends 5/7/09*****

Hours Worked Week of: (Thursday thru Wednesday):	Time Sheet due to Financial Aid Office:	Pay Date:
1/8 – 1/21	Fri., 1/23	Thurs., 2/12
1/22 – 2/4	Fri., 2/6	Thurs., 2/26
2/5 – 2/18	Fri., 2/20	Thurs., 3/12
2/19 – 3/4	Fri., 3/6	Thurs., 3/26
3/5 – 3/18	Fri., 3/20	Thurs., 4/9
3/19 – 4/1	Fri., 4/3	Thurs., 4/23
4/2 – 4/15	Fri., 4/17	Thurs., 5/7
4/16 – 4/29	Fri., 5/1	Thurs., 5/21
4/30 – 5/13	Fri., 5/15	Thurs., 6/4

Time Sheet Requirements:

1. **Time sheets must be in the Financial Aid Office by the due date** listed on the Work Study Payroll Schedule to ensure the student gets paid on time.
2. **All entries must be in ink.** All changes on the time sheet must be initialed by the supervisor.
3. You must **show ½ hour break if working more than 6 hours** in one day.
4. Students may not work more than 20 hours per week when classes are in session (40 hours per week when classes not in session with permission from the Financial Aid Office).
5. Supervisors are responsible for checking student time sheets for accuracy.
6. Supervisors are responsible for making sure the students do not earn more than their Federal Work Study awards.
7. Time sheets are for a specific period in accordance with the Work Study Payroll Schedule. There is only one payroll period per sheet. **Do not split pay periods.**
8. A late, improperly completed or illegible time sheet will substantially delay payment.

Any time sheet that is not completed properly will be returned to the supervisor for necessary corrections.