

Federal Work Study On-Campus Supervisors Training



YORK College

The City University of New York
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Welcome

Federal Work Study (FWS)

Questions and Concerns

All inquiries and concerns regarding the Federal Work Study Program are encouraged to email the Federal Work Study Coordinator Cheryl Morrison at:

cmorrison@york.cuny.edu

Financial Aid Office – York College Room 1M08

* Students should first speak with their supervisors regarding timesheets, payments, and remaining hours. Supervisors will contact FWS Coordinator on behalf of the student for any unanswered questions.

Federal Work Study Supervisor Yearly Training Session

Supervisors are mandated to complete the Statement of Federal Work Study's training session at the end of this presentation and the new "Need Request" form for the new academic year

Completed statements must be submitted to Cheryl Morrison before you are assigned a student workers in your area.

Federal Work Study Training Session

Basic Eligibility for FWS —

- ✓ Submit a current year FAFSA and be awarded FWS on CUNY First.
- ✓ Complete the Verification Process (if selected for verification)
- ✓ Enroll and maintain at least 6 credits during the semester*.
- ✓ Meet Satisfactory Academic Progress (SAP)
- ✓ Not in Loan Default.
- ✓ Meet and maintain Financial Aid Eligibility Requirements.
- ✓ Accept award online.
- ✓ Attend one (1) orientation session each academic year.

*Summer employment is for continuing students ONLY— students must be registered for the Fall semester (6 credits). They do not have to be taking classes in the Summer session but must be registered for the Fall semester (6 credits minimum)

FRESHMEN CANNOT WORK SUMMER

FOREIGN NATIONAL STUDENTS DO NOT QUALIFY FOR FWS.

Federal Work Study Training Session

Mission of the program

Provides financial assistance for students and help pay for college expenses.

Gives valuable training/experience so that students become employable with office skills.

Gives valuable opportunity for great networking for future career and/or educational opportunities.

Provides students an opportunity to participate in Family Literacy Program (America Reads Program)

Federal Work Study Training Session

Supervisor's gain..

- Additional staff that is paid from Federal Work Study grant.
- Opportunity to assist our students to become better applicants when seeking employment prior or post graduation.
- It does not cost money to your department (unless student goes over award).

Federal Work Study Training Session

What is Federal Work Study?

- Program was created under the Economic Opportunity Act of 1964.
- Provides part-time jobs for undergraduate/graduate students with financial need.
- Is available to full-time or part-time students (6 or more credits).
- Program encourages community service work and work related to the student's course of study.

Federal Work Study Training Session

How can Students get a Federal Work Study Award?

Submit the current academic year Free Application for Federal Student Aid (FAFSA) as early as it becomes available. File on www.fafsa.gov

Indicate on FAFSA that the student wants to apply for Federal Work-Study. Select “Yes”

Meet Federal and CUNY eligibility criteria

FWS funds awarded will be posted to the student’s CUNYfirst account. Students can view award by: Student Center -> View Financial Aid -> Select Aid Year. Every student can see their award and updates.

The FWS award offered must be “accepted” by the student on their CUNYfirst account prior to placement .

Awards not accepted early in the semester can result in the cancellation of funds.

Discretionary funding is another way to receive a FWS award. Funding will be given until exhausted as funds permits. Students must not work without a given “Authorization to Work.” Authorization comes by email or phone call from the Financial Aid office . **Every student needs an emailed and/or a verbal approval from the FWS coordinator, Cheryl Morrison, before working.**

Every student must attend one (1) orientation every academic year before working. Six (6) orientation sessions are offered at the beginning of each semester.

Federal Work Study Training Session

Where can students see job listing?

On campus jobs are listed online for students to know the job availability.

Area supervisors must complete a “Need Request Form” each academic year. The Need Request Form is at the end of this Supervisor Training Session. The completion of Supervisor Orientation Training page for both supervisors in the area and Need request form need must be submitted to the FWS coordinator 30 days prior to the start of classes each semester. Submitted forms will have job advertisement online to attract and notify students of vacancies. Late submission will delay online advertisement.

Completed forms can be accepted by scanned email, fax or by interoffice mail.

How can students know to attend Orientation?

- Dates, times and location are on York College Financial Aid web page every semester.
- The Financial Aid office also has information posted at the beginning of each semester for students to attend.
- Students with FWS award are emailed with orientation sessions notice.
- Supervisors are notified by email each semester regarding dates they can attend orientation to hire students.

FWS Responsibilities include:

- Direct supervision and training of Federal Work-Study employees by the approved FWS supervisor(s).
- Ensure FWS student employees are not sent off-campus on personal errands for supervisors or staff. (i.e. to buy coffee, lunch, etc.). Supervisors will be liable if the student incurs an injury while performing the errand.
- FWS employees who work on-campus are not covered by worker's compensation.
 - No heavy lifting
 - No handling of dangerous equipment or hazardous materials
 - No janitorial duties
- If a student does not show up for work, contact the student.
- Discuss attendance and office/department policies and expectations.
- Send an official letter/email to Financial Aid Office if student chooses not to continue working with the program.
- Supervisors must be knowledgeable of CUNY Board Policy Against Sexual Harassment.

Completing Forms and Interviewing Students

- FWS programs hope to give valuable interviewing and office experience to students. Please interview as many students as you can to give students the interview experience. Only hire office/departmental need.
- Students are only hired at the beginning of each semester. Job availability will be displayed on our Financial Aid web page. Interested students will call for an interview.
- Supervisors are strongly encouraged to attend as many FWS Information/Orientation session at the beginning of each semester.
- FWS Information/Orientation session dates and times are online approximately one (1) month before each semester begins. Each session last about 2 hours. Supervisors are welcomed at the later 40 mins of each session to verbally advertise their departmental needs. Supervisors may hire on spot.

FWS Placement Procedure

- Potential student workers attend information session where they are given an employment packet.
- Interview as many students as you desire but only hire departmental need.
- Discuss and establish work schedule that will not conflict with student's class schedule. Complete and sign employment packet.
- Do not separate employment packet. Sign and/or initial only in "supervisor" sections. **Do not complete or sign I-9.**
- Wait for confirmation that student can begin working from FWS coordinator or representative.

When Clearance is Given:

- Supervisor contact student to start working
- Maintain a sign-in/out log for student worker. (Keep for 6 years for auditing purposes)
- Both supervisor(s) and student worker should keep track of remaining hours.
- Do not submit timesheets for more than allotted hours. Understand excess hours submitted may have to be paid from departmental budget. (You will be notified when this occurs).
- FWS students are emailed each pay period regarding remaining hours and that they can expect a pay check.

FWS Payroll and Timesheet

- Timesheets **MUST ONLY** be completed by supervisors.
- A copy of the submitted timesheet should be given to students for their records (pink carbon copy).
- Timesheet must be submitted on time; any late submission violates Federal Labor Law.
- Supervisors must maintain their timesheet copy for 6 years (yellow carbon copy).
- Each contract/acknowledgement form must have two (2) supervisors signatures before employment can be granted. Only the two FWS supervisors on the contract/acknowledgement form are allowed to sign timesheets.



YORK College

FEDERAL WORK STUDY PROGRAM STUDENT/EMPLOYER ACKNOWLEDGMENTS

STUDENT INFORMATION

Last Name _____ First Name _____ M.I. _____ Date _____

EMPL. ID#: _____ LAST 4 DIGITS: XXX-XX-XXXX _____ Cell# _____

ADDRESS: _____
Residence Number Street Address _____ Apt./P. _____ City _____ State _____ Zip Code _____

I certify by my signature below that I have read and understand the rules and policies for the Federal Work Study ("FWS") Program that I have received, and I agree to adhere to these rules and policies. I certify that I am a matriculated student at CLNY that I am currently enrolled at least half time (six credits or more) or, if I am working in the FWS Program during the summer, will be enrolled at least half time in the Fall semester; and that I am maintaining satisfactory academic progress toward my degree. I understand that if I drop below six (6) credits, I am no longer eligible to work for the FWS Program, and I will promptly inform my supervisor if this occurs. I understand that I am not authorized to work any hours that are in excess of my FWS award, since there will not be FWS funds available to pay me. I recognize that it is my responsibility to maintain records so that I will not exceed the award amount. I also understand that my work-study earnings through the FWS Program constitute taxable income that must be reported on federal, state and city tax returns. Finally, I understand that I am not permitted to perform my work-study duties during class hours.

Student Signature: _____ Date: _____ Email Address: _____

SUPERVISOR INFORMATION

Dept./Agency _____ Building _____

Address: _____
Student Address Room: _____ City _____ State _____ Zip Code _____

Supervisor Print Name _____ Title _____ Supervisor Email _____

Alt. Supervisor Print Name _____ Title _____ Alt. Sup. Email _____

I certify that I have read and understand the rules and policies for the Federal Work Study ("FWS") Program, and I agree to adhere to these rules and policies. I agree to hire the student identified above for the hour specified below, and I will allow the student to continue to work, provided the student performs his/her tasks satisfactorily, until he/she earns the full FWS award or until the date specified below as the "Last Day of Work." I understand that if a student works more than his/her award allows, I will be responsible to pay the student from the funds of my department or agency. I will maintain and submit time sheets to the federal Work Study Coordinator or his/her designee in the Financial Aid or other designated office in accordance with the published department policy. I understand that federal regulations stipulate that students must receive timely payment for their hours that are properly completed. Time sheets will be returned to me and may delay payment to the student. Finally, I understand that I am not permitted to allow the student to work during class hours.

Supervisor Signature _____ Title _____ Date: _____

Alternate Supervisor Signature _____ Date: _____

NON-DISCRIMINATION STATEMENT: FWS STUDENT INITIALS: _____ PRIMARY SUP. INITIALS: _____ ALT. SUP. INITIALS: _____
It is the policy of The City University of New York & York College to recruit, employ, retain, promote and provide benefits to employees and to admit and provide services for students without regard to race, color, creed, national origin, ethnicity, ancestry, religion, age, sex, marital status, handicap, identity, marital status legally recognized domestic partnership status, disability, predisposing genetic characteristics, alienage, citizenship, military or veteran status, or status as a victim of domestic violence. Sexual harassment, a form of sex discrimination, is also prohibited. Inquiries regarding the College's non-discrimination policies can be directed to: Alicia Franqui, Esq., Interim Chief Diversity Officer/Title IX Coordinator, Room AC 2184, cell: 718-242-2137; email: afraquial@york.cuny.edu

ACCEPTANCE OF PLACEMENT: FWS STUDENT INITIALS: _____ PRIMARY SUP. INITIALS: _____ ALT. SUP. INITIALS: _____
We agree and understand the duties outlined on this form are the activities needed to fulfill this assignment for the FWS Program. Any changes must be made in writing and signed off by the student and supervisor (s). We understand that the FWS student must receive a copy of this document in printed versions. Pending approval by the FWS Coordinator or designee for compliance purposes of CLNY and State and Federal Regulations.

FOR FINANCIAL AID OFFICE USE ONLY
First Day to Work: _____ Last Date to Work: _____ Semester: _____
FWS Award: _____

Pay Date: \$ _____ Inpay Date: _____ Agency Code/Bus Date _____ Local _____ Job Date: _____

FINANCIAL AID OFFICE - WHITE COPY SUPERVISOR - YELLOW COPY STUDENT - PINK

Sample Agreement

Please see where both supervisors need to sign and initial.

A completed agreement requires four signatures and/or initials.

YORK College Federal Work-Study Timesheet

OFFICE OF FINANCIAL SERVICES

Please read instructions on the back before filling out this form.

Pay Period From: / / (A) to / / Pay Rate Per Hour \$ (B)

(C) Agency Name/College Dept.

(D) Work Location Work Address (if different from location) (F)

(E) Supervisor's Name (Please Print) Work Telephone Number

Student's Name: (G) ID# (H)

(I) **Total Hours Worked Per Day**

	DATE	SUN	MON	TUES	WED	THURS	FRI	SAT	TOTAL HOURS
Week 1 begins on:									
Week 2 begins on:									

(J) Supervisor's Signature (K) Total Hours Per Pay Period: (L)

11/20/13 346-14 White - Financial Services Copy Yellow - Supervisor Copy Pink - Student Copy

NOTE: .25 = 15 mins .50 = 30mins .75 = 45mins

INSTRUCTIONS FOR COMPLETING TIMESHEET

- Students can only be paid for hours actually worked. Federal and State Law prohibit any deviation from this regulation. An unpaid work break is mandatory if the student works more than five consecutive hours; one-half hour is the minimum break allowed.
- All entries must be made in ink; all changes on the timesheet must be initiated by the supervisor.
- Certify the student's hours by signing your name in the space provided.
- A student may work up to an average of twenty hours a week during the academic year unless you are notified otherwise by the Federal Work Study Coordinator. During certain periods, such as summer vacations, students may work full-time with permission of the college and the supervisor.
- Supervisors are responsible for making sure the students do not earn more than their FWS awards.
- Timesheets are for a specific period in accordance with the Schedule of Payroll Periods. There is only one payroll period per sheet. Do not split pay periods.
- Total hours for the day must not include breaks, lunch or supper breaks.
- If the pay rate changes during the payroll period, an additional timesheet is to be submitted starting with the beginning date of the new payrate.
- Please ensure that you do not schedule students to work during their scheduled classes.
- Completed time sheets must be mailed or faxed. They may not be returned in person by the student.

A late, improperly completed or illegible timesheet will substantially delay payment.

Timesheet Understanding To be completed by Supervisors only.

- Pay Period dates
- Pay Rate - (freshman & sophomores \$17.00 * Junior & Seniors \$17.50)
- Department
- Location - Room number
- Supervisor's name
- Telephone
- Students name (last name, first)
- Student Empl. ID#
- Indicate hours worked each day. Total hours must not exceed 20 hrs weekly and 40 hrs for each timesheet.
- Supervisor Signature
- Date signed
- Total Hours

Hourly notation is as follows:

.25 = 15 mins .50 = half hour (30mins) .75 = 45 mins

eg. If Susan worked

Week 1 Mon. 3.25 Tues 3.75 Wed . 4.25 total hours is = 11.25
Week 2 Mon 3 Thurs 4.50 Fri 2.75 total hours is = 11.3

Total hours = 21.75 hours

Timesheets are due by Noon of date indicated on Payroll calendar. All timesheets submitted late will be paid next cycle. Any computing or timesheet concerns will be addressed to supervisors. If students are not being paid, please let your student be aware before expected date of payment.

Each student is emailed every time they are paid to let them know to expect a payment and information on remaining award & hours.

It is expected that both student and supervisor keep track of remaining hours. Hours worked in excess of allotted FWS grant may have to be paid by departmental budget.

Print this page and submit with need Request Form

Completed Supervisor Orientation Training for Academic Year: _____

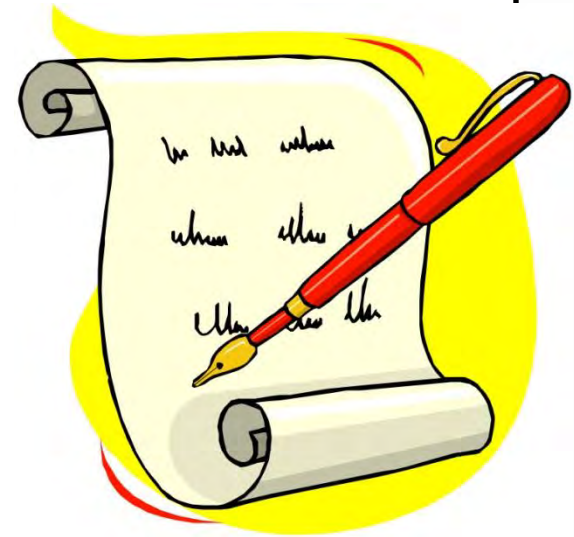
Department : _____

I have read, understand and will enforce all the FWS regulations regarding the responsibilities and expectation of a FWS supervisor.

Supervisor Name

Date

Print and submit



FWS Job Request Form - 20__ - 20__

Department: _____ Location: _____

Supervisor/Person Making request _____

Email address: _____

Extension: _____ Semester Summer, Fall & Spring

Total Students needed: _____

1. Describe briefly what student(s) will be expected to do:

2. Any particular hour(s) you need your office covered, please note weekend assignment hours:

3. Do you desire any special skills (typing, computer skills, or filing):

4. Any prior work/office or class taken as experience needed? If so please state.

Please indicate if your department may need students to work on weekends, school holidays and/or regular school closings. Please note that FWS employees must be supervised Yes No

Understand that students may not work if placed on SAP (Satisfactory Academic Probation)
Please initial as acknowledging this regulation. _____