

*Office of
Financial Aid*



*Federal Work-Study
Supervisor's Guide*

Office of Financial Aid

Lehman College • The City University of New York

This handbook has been designed to assist you, the employing supervisor, in two ways:

1. To outline the correct procedures for obtaining federal work-study students.
2. To provide a description of your responsibilities as a supervisor to the students you employ and to the federal work-study program.

CUNY determines, based on financial need, which students are eligible to participate in the program. Job placement, the rates of pay and the weekly hours are set by the Financial Aid Office at Lehman College.

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STUDENT ELIGIBILITY REQUIREMENTS

1. Students must be matriculated and enrolled for at least half-time study (minimum of 6 credits or equated credits).
2. Students must be U.S. Citizens, permanent resident aliens, or **other eligible non-citizen classifications**.
3. Students must have filed a FAFSA (Free Application for Federal Student Aid) by an established deadline.
4. Students must demonstrate financial need. (Need is established by a uniform need analysis evaluation performed by CUNY according to Federal guidelines.)
5. Students must remain in good academic standing and make satisfactory progress.

EMPLOYING STUDENT

WHAT MAKES A DEPARTMENT ELIGIBLE TO PARTICIPATE IN THE FEDERAL WORK-STUDY PROGRAM?

The fundamental requirement is that the office be affiliated with, or part of, the Lehman College community (i.e. an academic or administrative department).

HOW DOES A DEPARTMENT REQUEST STUDENTS UNDER THE FEDERAL WORK-STUDY PROGRAM?

Those departments interested in employing federal work-study students must file an on-line FEDERAL WORK STUDY Request Form (see Appendix A). Each college department will have access as a user to create and update their departments' request forms electronically at www.lehman.cuny.edu/financialaid. The request form, once approved by the Financial Aid Office, will be posted on-line for viewing by any interested parties. The request form asks the supervisor to list the type of work students will be asked to perform, the number of students requested, and the number of hours each student will be needed per week.

Departments will be responsible for updating their on-line request forms, including indicating when all positions have been filled.

HOW MANY HOURS CAN STUDENTS BE REQUESTED TO WORK?

During the time that classes are in session, students are permitted to work up to 20 hours per week. It has been our experience that students can usually work comfortably from 8 to 20 hours per week, depending on the amount of the award and their class schedules. **Remember: students cannot work during the times they are scheduled to be in class.** Supervisors should adhere to the recommended hours indicated on the federal work-study contract so that students will not exceed the amount of their award. **Once students have earned their full award, they must stop working.** Funds are not generally available for additional hours.

HOW ARE STUDENTS REFERRED TO THOSE OFFICES THAT HAVE AN ON-LINE FEDERAL WORK STUDY JOB REQUEST?

Students who receive federal work-study awards will be referred to www.lehman.cuny.edu/financialaid where they may review department job listings and get general FEDERAL WORK STUDY placement information. Once they have completed the on-line job search they will report to Shuster room 131 in the Financial Aid Office for orientation and job assignments. At this time, students learn how the program works, are apprised of their responsibilities, and are given a Federal Work-Study Contract (referral) and referred to the department for an interview.

WHAT IS THE FEDERAL WORK-STUDY CONTRACT/REFERRAL?

The Federal Work-Study Contract/Referral (see Appendix B) is the student's introduction to the chosen employer. It lists the student's name, number of hours of work allowed per week, amount of the award, rate of pay, job location, supervisor's name, and phone number. The supervisor should arrange the student's work schedule so that it is satisfactory to both the employer and student. **After a work schedule is determined, the supervisor must sign the contract and retain one copy for his or her records. The student must then return the signed top white copy of the contract to Shuster room 131.** Receipt of the contract by the Financial Aid Office signifies that the student is working. **A student may not begin work until a signed contract has been returned to the Financial Aid Office and the FEDERAL WORK STUDY program officially begins.**

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

Supervisors are not required to hire students referred to them. After the interview, the supervisor may or may not sign the contract. If the supervisor feels that the student is not suited to the position, the student should return to Shuster room 131 with the unsigned contract for another job assignment.

PAYROLL PROCEDURES

Students are paid only for the hours they work. The hours must be recorded on a Federal Work-Study Time Sheet (see Appendix C), which covers the two-week work period. For each work period there is a deadline date by which Student Financial Services in Shuster Rm. 081 must receive the time sheet in order for the student to be paid. Time sheets must be mailed to Student Financial Services (Shuster 081) or delivered in a sealed envelope via interoffice mail. Please refer to the Federal Work-Study Timesheet and Payment Schedule (see Appendix D) to familiarize yourself with the work periods and time sheet due dates. Under no circumstances should a student hand deliver his or her time sheet to the Student Financial Service Office unless it is in a sealed envelope. It is important that the time sheet be filled out accurately and completely. If a time sheet is incomplete, it will be returned to the supervisor for correction. The student will then have to wait until the next scheduled check distribution to receive his or her money. Be sure that the supervisor signs the time sheet.

HOW MUCH CAN A STUDENT BE PAID ON AN HOURLY BASIS?

The student's hourly rate is listed on the contract. At the present time, students are paid as follows:

Undergraduate- \$6.00 per hour

Graduate- \$7.00 per hour

WHAT HAPPENS IF MY STUDENT HAS NOT BEEN PAID AND I COMPLETED THE TIME SHEET PROPERLY AND ON TIME?

If you discover that a student did not receive his or her check, please contact the Federal Work Study Coordinator or Student Financial Services Office Payroll Department. Every step will be taken to rectify the matter.

WHAT HAPPENS IF ONE OF MY STUDENTS HAS WORKED OVER HIS OR HER ASSIGNED NUMBER OF HOURS?

It is the supervisor's responsibility to see that students do not exceed either the approved number of hours per week or the maximum number of hours allowed per academic year contract. Both the supervisor and the student should keep track of

the number of hours worked and the money earned, so that the student does not exceed his or her federal work-study budget. If a student works over the allocated FEDERAL WORK STUDY award, he/she will not be paid through the FEDERAL WORK STUDY program. The department will be **RESPONSIBLE** in paying the excess hours.

HOW CAN I DETERMINE THE TOTAL NUMBER OF HOURS A STUDENT WILL BE ABLE TO WORK IN THE DEPARTMENT?

The formula for determining how many hours a student may work is as follows:

Divide the total federal work-study award by the rate of pay. This will give you the total number of hours the student can work.

Example: \$1002.00 (work-study allotment)/\$6.00 (rate of pay) = 194 (total work hours)

If the student in the above example has been scheduled to work at 15 hours per week, one can easily compute the number of weeks that student will be available for work. The maximum number of hours a student can work during a work period is provided on the contract.

ARE FEDERAL WORK-STUDY STUDENTS REQUIRED TO TAKE A LUNCH OR SUPPER BREAK?

If a student works 5 consecutive hours, he or she must then take a mandatory work break. One-half hour is the minimum break allowed. Total work hours for the day as reported on the time sheet, must not include break, lunch, or supper periods.

ARE STUDENTS PAID FOR EITHER SICK DAYS OR HOLIDAYS?

No, students are not paid for sick days or holidays. Students are paid only for the hours they work. Federal and state law prohibits any deviation from this regulation.

SUPERVISOR'S RESPONSIBILITIES

WHAT IS THE SUPERVISOR'S MAIN RESPONSIBILITY TO FEDERAL WORK-STUDY STUDENTS?

It is the supervisor's role to ensure that the employment experience is educationally enhancing to the student. A federal work-study position may not be directly related to the student's course of study, yet a student can still learn a great deal about the world of work. A student can pick up from almost any job a basic attitude towards work and skills essential to successful job performance, no matter what career he or she has planned. A conscientious supervisor can enrich the student's work-study experience immeasurably. Remember that for many students, a federal work-study position is their first job. It is important for them to learn how an employee should perform in a work environment.

WHAT OTHER RESPONSIBILITIES DO I HAVE TO THE PROGRAM?

Supervisors should know that:

1. Federal work-study students cannot be supervised by other students.
2. Federal work-study students cannot replace regular full-time employees.
3. Students are not allowed to work without the supervisor being present. For example, a student cannot work evenings or weekends if the supervisor will not be there.
4. Submission of a request form to the Financial Aid Office does not guarantee that the request will be fully honored. The staff will make every effort to furnish as many students as possible to your office or department.
5. Supervisors are not to send a federal work-study student on personal errands. The supervisor is liable if the student incurs an injury while performing the errand. Such use of students is to be discouraged.
6. Federal work-study students who work on-campus are not covered under Worker's Compensation. If the federal work-study student is injured on the job, the Federal Work Study Coordinator should be notified as well as Public Safety, so that a proper report can be filed.
7. If the student discontinues coming to work, the supervisor should contact the Federal Work Study Coordinator as soon as possible.
8. Once a student has been hired, it is necessary that he or she be told all the responsibilities that the job entails. It may be necessary to train the student to some degree, so that he or she can perform the job to the supervisor's satisfaction.

9. If the placement proves to be unsatisfactory to either the supervisor or student, they should both try to resolve the differences prior to any formal termination or further action. If all discussion fails, notice in writing should be given by both parties, and the individual case referred to the Federal Work Study Coordinator. Usually another position can be found that fits the student's interests or skills.
10. Grievances should be worked out, whenever possible, between the student and supervisor. The Financial Aid Office will participate in the discussion when either party feels its participation might be beneficial. Hopefully, the differences can be reconciled without such participation. All grievances not worked out satisfactorily should be written up and sent to the Federal Work Study Coordinator.
11. Supervisors are required to keep detailed daily/weekly records of student's attendance. The supervisor should retain these records for at least three years.
12. Supervisors must not sign any time sheet in advance. Signing and dating the time is your certification/affirmation that the student has worked and earned their federal work study award. Signing time sheets in advance is a prohibited practice. According to the federal regulations it is an act of fraud that could have dire consequences to the student, the supervisor, and the university.
13. Supervisors are responsible to make sure that all time sheets are kept in a secure place. Students are not to have access to time sheets. Failure to keep the time sheets in a secure place may lead to acts of fraud. The opportunity should not be given for any student to increase their hours or to sign the supervisor's name to the time sheet. Students are liable to return any monies that they did not earn, otherwise it will be reported to the federal government as an overpayment. Therefore, a student would not be eligible to receive federal financial aid from any source until the overpayment is paid in full.

If at any time you find that you have any questions which are not answered in this handbook, please contact the Federal Work-Study Coordinator, Marie Gonzalez, Ext. 8617 or MGONZALE@lehman.cuny.edu.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

All Lehman College employees, including FEDERAL WORK STUDY 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/client 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, released to any person (or persons) information about a student/client unless their position specifically requires them to do so. Your FEDERAL WORK STUDY students should be instructed to refer any requests for information to you the supervisor. In addition, you should limit access to the information your FEDERAL WORK STUDY students does not need to do their job, and should caution them not to exchange information about students/clients 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 their job.

FERPA MOTTO: “Keep any information obtained in the workplace at the workplace.”

**AGREEMENT BY STUDENT EMPLOYEE TO MAINTAIN
CONFIDENTIALITY AND PRIVACY OF RECORDS PERTAINING TO
STUDENTS, FACULTY AND STAFF**

I understand that in my capacity as a student employee at a college of The City University of New York, whether as a full-time, part-time, work-study student or otherwise, I may have access to confidential and private records of students, faculty, staff, and applicants for admissions or employment. I understand that I am not permitted to discuss or share this information with other students, friends, family, or other employees. I understand that under the policies of The City of New York, as well as Federal and State privacy laws, these records are protected from disclosure to third parties unless pursuant to narrow exceptions. Student records in particular are protected by the City University’s Student Records Access Policy and the United State Family Educational Rights and Privacy Act (also Know as “FERPA” and the “Buckley Amendment”).

I understand that if as part of my job responsibilities I am supposed to release information regarding students, faculty, staff, or applicants for admission or employment, I will receive specific written instructions from my college supervisor. I understand that I must ask my college supervisor for instructions if I have any questions about the release of information regarding any student, faculty or staff member, or applicant.

I agree to maintain the confidentiality and privacy of all records of students, faculty, staff, and applicants, during and after the period of my employment. I shall not, directly or indirectly, communicate to any person other than my supervisor of his or her superiors, or an individual approved by my supervisor, any information concerning such records. I understand that any such prohibited disclosure may be grounds for termination of my employment, denial of future employment, and possible student disciplinary action including suspension or expulsion.

Signature

Print Name

Date

Lehman College
College

APPENDIX A

Office of Financial Aid

LEHMAN COLLEGE

On-Campus Federal Work Study job search

Add New job

Lehman College | [View User](#) | [Add User](#) | [Publish Jobs](#) | [Not Publish Jobs](#) | [Add New job](#) | [Logout](#) | [Home](#) |

Office/Department name:		Status:	
<input type="text"/>		<input type="text"/>	
Building Location:	Room No.	Term	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Department Chair/Director	Phone	Extension	E-mail
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
FWS Supervisor	Phone	Extension	E-mail
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Job Specifics:

Position:	No. of Openings:	
<input type="text"/>	<input type="text"/>	
Job Description:	Skills:	
<input type="text"/>	<input type="text"/>	
Min. Hours/Week:	Weekends:	Office Hours:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Max. Hours/Week:	Evenings:	Updated: (Name last person updated)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Job Posting Status:	<input type="text" value="Not Publish"/>	

Continue to add new Job

APPENDIX B

FEDERAL WORK STUDY REFERRAL

LEHMAN COLLEGE, CITY UNIVERSITY OF NEW YORK - 250 Bedford Park Blvd. West, Bronx, N.Y. 10468-1589
Phone: 960-8545

NAME _____ SS # _____ Date _____
Last First

ADDRESS _____ REFERRED BY _____
Street Borough Zip Code

PHONE _____	Semester/Year	Maximum Hours Per Week	Rate of Pay/Hr.
Maximum Earnings/Award	Fall _____	_____	_____
\$ _____	Spring _____	_____	_____
	Summer _____	_____	\$ _____

Agency/Department _____

Address _____
Street Borough Zip Code

Phone _____

Name of Interviewer _____

TO BE FILLED IN BY AGENCY/DEPARTMENT

I accept this student for employment commencing _____

Name of Supervisor _____
(please print)

Signature of Supervisor _____

(One copy of this form must be returned to the Financial Aid Office, Shuster Hall, Room 134
one copy remains with the Employer and one copy is retained by the Student.)

FINANCIAL AID OFFICE

Maximum FWS earnings for the period listed

Maximum Number of hours allowed to work per week

Hourly Pay rate

APPENDIX C

**THE CITY UNIVERSITY OF NEW YORK
FEDERAL WORK-STUDY TIME SHEET**

Please read instructions below before completing this form.

Agency Code: _____
Location Code: _____

Return completed TIME SHEET to:
Lehman College, Student Financial Services, S-081
250 Bedford Park Blvd. West, Bronx, NY 10468

Pay Period
From: ____/____/____
To: ____/____/____

Agency Name/College Dept. _____ \$ _____
Pay rate per hour

Work Location _____ Work Address (if different) _____

Supervisor's Name (Print) _____ Work Telephone Number _____

Student's Name (Print) _____ Student's Social Security Number _____

TOTAL HOURS WORKED PER DAY

Date	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total Hrs.
Week 1 begins on:								
Week 2 begins on:								
Total Hours Per Pay Period:								

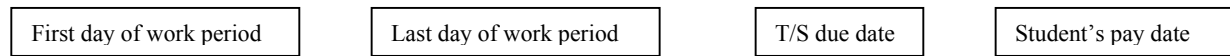
Supervisor's Signature _____ Date _____

INSTRUCTIONS FOR COMPLETING TIME SHEET

1. Time sheets are for a two-week period in accordance with the Schedule of Payroll Periods. There is only one payroll period per sheet. Do not split pay periods.
2. Students can only be paid for hours actually worked. Federal and State laws 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. Be sure not to include such break in the total hours reported.
3. All entries must be made in ink and should reflect total hours worked per day; all changes on the time sheet must be initialed by the supervisor.
4. Supervisor must certify the student's hours by signing time sheet in the space provided.
5. Students may not work more than twenty hours per week during the academic year, including Intersession and Spring Recess, unless notified otherwise by the college.
6. Supervisor is responsible for making sure the student do not earn more than his or her FWS award.
7. A late, improperly completed or an illegible time sheet will substantially delay payment.

White copy---Student Financial Services; Yellow copy---Supervisor; Pink Copy---Student

APPENDIX D



**LEHMAN COLLEGE
FEDERAL WORK STUDY SCHEDULE
FALL 2003 - SPRING 2004**

CYCLE	WORK PERIOD	TIME SHEET DUE	PAY DATE
FALL 2003 SEMESTER			
110	09/22/03-09/28/03	09/29/03	10/16/03
150	09/29/03-10/12/03	10/14/03	10/29/03
170	10/13/03-10/26/03	10/27/03	11/12/03 (A-L) 11/13/03 (M-Z)
190	10/27/03-11/09/03	11/10/03	11/26/03
200	11/10/03-11/23/03	11/24/03	12/10/03
210	11/24/03-12/07/03	12/08/03	12/22/03
220	12/08/03-12/21/03	12/22/03	01/06/04

FALL FWS ENDS

INTERCESSION

240	12/22/03 - 01/04/04	01/05/04	01/28/04
260	01/05/04 - 01/18/04	01/19/04	02/11/04

SPRING 2004 SEMESTER

270	01/19/04 - 02/01/04	02/02/04	02/25/04
280	02/02/04 - 02/15/04	02/17/04	03/03/04
300	02/16/04 - 02/29/04	03/01/04	03/17/04
320	03/01/04 - 03/14/04	03/15/04	03/31/04
340	03/15/04 - 03/28/04	03/29/04	04/21/04 (A - L), 04/22/04 (M - Z)
350	03/29/04 - 04/11/04	04/12/04	04/28/04
370	04/12/04 - 04/25/04	04/26/04	05/12/04
390	04/26/04 - 05/09/04	05/10/04	06/03/04
400	05/10/04 - 05/16/04 (1 week)	05/17/04	06/09/04

ACADEMIC YR. FWS ENDS

PLEASE SEE NEXT PAGE FOR IMPORTANT INFORMATION AND INSTRUCTIONS.

INSTRUCTIONS AND INFORMATION

Time sheets must be submitted by the Federal Work Study Supervisor to Student Financial Services, Shuster Hall 081 in accordance with the Federal Work Study Schedule. Time sheets will not be accepted if hand delivered by the student.

Students may not exceed their Academic Year Federal Work-Study Award.

Students may not work more than twenty (20) hours per week during the academic year, including Intersession and Spring Recess. Maximum hours per week may be restricted by CUNY. Department supervisors will be notified if this happens.

Students may not work during their scheduled class time.

Students must be matriculated and registered for at least six credits/hours in each term. Students who drop below six credits must stop working immediately and report new enrollment status to the Financial Aid Office.

Students graduating after the Fall Semester must stop working by 12/21/03.

FICA Tax will be withheld during Intersession.

All off-campus, FEDERAL WORK STUDY wages will be subject to FICA withholding.

For every five (5) consecutive hours worked students must take a half-hour break.

FEDERAL WORK STUDY students and supervisors are responsible for monitoring the work-study earnings so as to not exceed the Academic Year Work-Study Award.

Signed FEDERAL WORK STUDY referrals and W-4 Form must be submitted to the Financial Aid Office, by the student, before work begins. Failure to do so will result in rejection of time sheets.