

Federal Work Study Student Handbook

♦THE APPLICATION♦

A new FAFSA application must be filed for each academic year, preferably before April of the current calendar year. Applications will be available starting in October of every calendar year.

It is important that you file your FAFSA early because funds are awarded on a first-come-first-served and financial need basis.

To become eligible for the Federal Work Study (FWS) program you must meet the following requirements:

1. Matriculated and enrolled at least on a half-time basis (actual or equivalent credits) in session 1.
2. Enrolled in a degree-granting program.
3. Must be a citizen of the United States or an eligible non-citizen as per the program guidelines.
4. Be in good academic standing and must make satisfactory academic progress.
5. Demonstrate financial need.
6. Not be in overpayment on any financial aid program and must not be in default of a student loan.

♦THE AWARD LETTER♦

Once you are determined eligible, you will receive an award notification via e-mail. Enclosed with the award letter will be additional instructions including the amount of your FWS award. Keep in mind that you can only work for the amount awarded. **You cannot work in excess of your award.**

If you were not awarded FWS Study funds through the FAFSA application, you may submit a FWS Request form available in the SFS- Payroll office in C-113. Submission of a FWS Request form does not guarantee that the request will be fully honored.

◊EMPLOYMENT OPPORTUNITIES◊

On-Campus Placement: If you choose an on-campus position, you may be placed in one of the college offices. There are a variety of positions to be filled that may include clerical support, student services, research, laboratory support, IT computer support, accounting, and tutoring. There are two tiers, I- \$11.00 and II- \$11.50 per hour (please check with the job listing for the pay rate. You will be paid in accordance with the Federal Work Study payroll calendar that is bi-weekly (every two weeks). All on-campus positions can be found on our website:

www.laguardia.edu/financial-aid/on-campus-job-listings.

Off-Campus Placement: If you seek employment opportunities off-campus, you may work in a variety of eligible non-profit agencies or for profit-companies. The job opportunities are varied and numerous within the five boroughs of New York City. Job assignments may range from a counselor in a youth center to an Accountant's Assistant in a small business. The hourly rate for off-campus positions are set at \$11.00 per hour.

Public Service Corps: Public Service Corp program operates on a year round basis and provides students with an opportunity to work in city agencies that include the public school system. This program seeks to complement the student's academic studies by providing a job-related learning experience. Their payroll is on a bi-weekly schedule. Please remember that they have a separate time sheet and payroll calendar. The pay rate starts at \$ 11.50 per hour.

Public Service Corps staff will explain their payroll procedures. For more information & application please contact the FWS office at fwsjobs@lagcc.cuny.edu

America Reads/America Counts Challenge: FWS students work as tutors to preschool and elementary school students and their families in reading and mathematics. This is an extension of the community service goal for the FWS program. This is your opportunity to participate in a rewarding and challenging work experience and gain professional skills. You will have an impact in the life of a child and his/her family and ultimately the community.

If you want further information regarding Jump Start, Virtual Y and TASC which mainly deals with tutoring positions, you may check the off-campus job listings at <http://www.laguardia.edu/Financial-Aid/Off-Campus-Job-Listings/>

All Federal Work Study sites must be pre-approved by the FWS Coordinator and the CUNY-Office of Student Financial Aid (OSFA) Central Office. Absolutely no exceptions will be made.

◊ORIENTATION and PLACEMENT PROCEDURES◊

In order to receive a Federal Work Study Contract/Package, students must attend a mandatory orientation session (no exceptions). Once you have been awarded FWS funds, you will receive an email with the date and time to attend the FWS Orientation. You will be provided with FWS updates, rules and regulations will be reviewed during the FWS Orientation.

Your work study packet will include the following forms:

1. FERPA-Confidentiality and Privacy Agreement
2. Student Rights and Responsibilities
3. Statement of Minimum Credits
4. FWS Student Employer Acknowledgements Form (Contract)
5. I-9 Form-Employment Eligibility Verification Form
6. W-4 Form-Withholding form for the IRS
7. IT-2104/ 2104E – State Withholding Form

You will not be eligible to begin work until all the necessary forms are completed appropriately and returned to the SFS-Payroll office in C-113. Once you have selected a job site, have been hired and officially placed, that site is your FWS assignment for the entire contract period.

FWS Regulations during Intercession:

1. Intercession is the period from the last day of finals of the Fall semester to the day before the first day of Spring semester classes.
2. During intercession students will pay FICA Tax (Federal Insurance Contribution Act – Social Security Tax.) at a rate of 6.2%.
3. FWS Placement restrictions:
 - a. If a student is not registered for at least 6 credits in the previous Fall semester, the student may not work during intercession.
 - b. If a student does not intend to register for at least 6 credits for the Spring semester – then he/she cannot work during intercession.
 - c. If the student is going to graduate at the end of the Fall semester, the student must not work during intercession and the Spring semester.

The Job Interview: After you have selected your job site and arranged a job interview, you should take the following steps in the preparation for that interview:

1. Be on time for your appointment; and bring your FWS contract.

2. Be well groomed and appropriately dressed for the interview. Your clothing plays a major role in the interview process.
3. Be prepared to discuss the reasons why you are qualified for the position.
4. Be ready to answer questions regarding your availability for work.
5. Be familiar with the position you are applying for and have questions for your interviewer about their agency or company.
6. Be sure not to take children or friends with you on the day of the interview.
7. Be ready to give a copy of your class schedule to your supervisor.

Once you are hired, the supervisor will sign the contract and any other additional documents that are necessary. You must sign your portion of the contract and return the entire packet to SFS-Payroll office, C-113. It is important that you return all the forms promptly, and wait to receive an authorization to begin working because without it SFS-Payroll office will not be able to process your payroll status.

Time sheets will not be processed for payment unless all forms are properly completed and a signed contract has been received.

The Contract: The contract will contain your name, CunyFirst empl ID number, address and telephone number. It also contains the assigned supervisor's name and location of the job site. The award amount is indicated on the contract along with the hourly rate of pay and the total hours needed to earn your full award once it is processed. There are two statements on the contract, one is for you, and the other is for your supervisor. Before signing you must make sure that you have a clear understanding of both you and your supervisor's right and responsibilities and that all information in the contract is accurate.

Student Responsibilities: After you are hired at a job site, you are expected to assume the following responsibilities:

1. Sign-in and sign-out every day you report to work.
2. You are not allowed to work during class hours, even in the event that class is cancelled.
3. Learn your duties and complete all assignments on time.
4. Act in a professional manner.
5. Maintain the work schedule that you and your supervisor have agreed upon.
6. Verify with your supervisor that he/she has completed your time sheet accurately and on time.
7. Familiarize yourself with the instructions on your student copy of the time sheet.

8. Make sure the dates on the student copy of the time sheet match the FWS payroll calendar. Keep the pink copy of the time sheet for your record.
9. Notify your supervisor as early in the day as possible if you will be out or running late.
10. Make sure you do not work in excess of your FWS award.
11. If you withdrew, take a leave of absence, or are academically dismissed from school, you must notify your supervisor and stop working immediately.
12. Report any change of address to the Office of Student Financial Services and the registrar's office immediately in writing or make changes in your CUNYFIRST account.

Work Etiquette: A job is a serious obligation and your performance, attitude and conduct should reflect this. All companies/organizations strive to create an atmosphere of courteous and efficient service to their clients, be they your student colleagues or the public. Keeping this in mind, we have constructed a list of job behaviors and attitudes that will help you if you follow them. These behaviors are applicable in any work situation.

- **Show initiative:** Learn all you can about the area or department to which you are assigned. The more you know about the area, the more valuable you will become to the office.
- **Be part of the team:** Have a positive attitude. Be cooperative and show willingness to learn.
- **Always strive to do your best:** Your work reflects your attitude as well as your level of competency.
- **Conduct yourself in a professional manner:** Maintain confidentiality of all information that you may see or hear.
- **Know your area of responsibility:** Complete your work thoroughly and accurately. If you do not understand or you are unsure of your assignment, always ask questions.
- **Keep socializing to a minimum:** On the job fun can be accepted on occasions but socializing that lowers efficiency and productivity is not acceptable.
- **Limit personal phone calls:** Only official calls should be made on a business telephone unless otherwise stated or in the case of an emergency.
- **Use titles correctly:** You will be meeting, addressing and speaking to many people with various titles. Remember to address people by their correct title.
- **Represent your office well:** You may be the first contact that a client has with the job site. Remember the manner in which the client is received leaves a lasting impression.

CUNY Computer Resource Policy:

Students may not access a CUNY Computer Resource without authorization or use it for purposes beyond the scope of authorization within or outside of CUNY. CUNY Computer Resources may not be used for any purpose or in any manner that violates CUNY rules, regulations or policies, or federal, state or local law.

For detailed information on CUNY Computer Resource policy, please visit

<http://www.cuny.edu/about/administration/offices/CIS/policies/ComputerUsePolicy.pdf>

Hours Worked Over Award

- It is your and the supervisor's responsibility to make sure that you do not exceed the approved number of hours per week or the maximum number of hours allowed per academic year contract.
- Both you and your supervisor should keep track of the number of hours worked and the money earned, so that you do not exceed your federal work-study limit.
- 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 in accordance with the CUNY-Office of University Comptroller (OUC) guidelines.
- Once you have earned the full award, you must stop working. Funds are not generally available for additional hours, however you can make a request to see if funds can be increased by making a request at the SFS-Payroll office, C-113.

♦PAYMENT♦

The only way a student can be paid is through the submission of a time sheet and sign in sheet. In order to get paid on time, you and your supervisor must submit an accurately completed time sheet to the SFS-Payroll Office in C113. To ensure that a time sheet is accurately completed, both you and your supervisor should adhere to the following:

- Make sure the name and Empl ID# of the student is printed clearly on the time sheet.
- Transfer the number of hours you worked each day from your sign-in sheet.
- Time sheets should be submitted within the stipulated pay period. Only indicate one pay period per time sheet. Please do not split pay periods. Follow the FWS payroll schedule calendar.

- Students must take a **mandatory** unpaid work break if the student works more than six consecutive hours; one-half hour is the minimum break allowed.
- Total hours worked should not include any breaks, vacations, sick days or lunch hour. Students can only be paid for hours actually worked. Federal and State laws prohibits any deviation from this regulation.
- Students cannot work during scheduled class hours, even in the event that the class is cancelled.
- A student may work up to 20 hours a week during session I. During certain periods, such as session II, student may work up to 25 hours, as long as student has sufficient hours remaining.
- All entries must be made in ink, any changes made to a timesheet must be initialed by the supervisor. Do not use white-out to make a correction.
- Do not report hours that are in excess of your FWS limit.

The Time Sheet and FWS Schedule of Payments: Time sheets are available in the SFS-Payroll office in C-113. The FWS Bi-weekly payroll schedule is available on the FWS website at <http://www.laguardia.edu/Financial-Aid/Federal-Work-Study/>

The FWS Bi-weekly payroll schedule provides the following information:

- The first and last day to work for the Federal Work Study Program.
- The pay periods for the whole academic year.
- The time sheet due dates.
- The projected dates on which your check will be mailed.
- You may also use the Payroll schedule as a method to track your hours to avoid going over your FWS limit.

Check your Pay Check in your CUNYfirst Account:

1. Go to: Self Service
2. Click “Payroll & Compensation”
3. Click “View Work-Study Paycheck”
4. Click the link of the paycheck you wish to view.

Stop Payments and Reissued Checks: If you have not received a pay check, on the tenth day you can request a “**Stop Payment**” on the check in the SFS-Payroll Office (C113). The university will issue a replacement check in approximately eight (8) weeks. You will be notified by the Bursar’s Office when the replacement check is generated. If you receive the original check after the stop payment process has begun-**you must return the original check to the**

Bursar's Office immediately. This check has been voided and cannot be cashed nor can the check replacement process be stopped. Please do not attempt to cash this check, it will not be honored by the University and it will bounce against your account.

Reporting Lost or Stolen Checks: immediately inform the Office of Student Financial Services, Payroll Office in C113.

Direct Deposit Option: You can have your Federal work-study check deposited directly into your own bank account. If you wish to set up Direct Deposit you can do so on CUNYFirst or by notifying the Bursar Office in Room C-110.

CUNY Scholar Support Prepaid Card- you can have your FWS pay checks sent to your prepaid card.

PLEASE NOTE: The direct deposit check stub will show the remaining Federal Work Study monies available by the academic year. This amount reflects the year-to-date amount worked up to the date on the check.

Unearned FWS Funds: You will be paid for only the hours you have worked. If you do not earn your entire FWS award before the end of the academic year, the unearned portion of your award is returned to the Federal Work Study Program.

Wage Statement: After the end of the calendar year and before February 1st of the following year, CUNY will mail a W-2 Form to your home address listed in CUNYfirst. The information on this W-2 Form will reflect your annual earnings for the calendar year (January-December) for the FWS program. This information is furnished to the Internal Revenue Service (IRS), New York State and local taxing agencies. Students who receive Public Assistance Benefits should be advised that earnings from the Federal Work Study Program are available to the Human Resources Administration.

FWS Contact Information:

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Federal Work Study Program

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