



SUNY
DOWNSTATE
Medical Center

F E D E R A L
WORK-STUDY

HANDBOOK FOR STUDENTS

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://downstate.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. 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 <https://sls.downstate.edu/mydownstate/>

Students may work up to twenty hours per week and are paid hourly, earning \$15 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.

ELIGIBILITY

The following are general eligibility requirements that students must meet in order to be considered for Federal Title IV Financial Aid. Students must:

- Demonstrate financial need, as determined by the FAFSA.
- Have a high school diploma or General Education Diploma (GED) certification.
- Be enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program.
- Be a U.S. Citizen or eligible non-citizen.
- Have a valid Social Security Number.
- Meet satisfactory academic progress standards set by the Financial Aid Office according to federal guidelines set by the US Department of Education.
- Certify that you will use federal student aid only for educational purposes.
- Certify that you are not in default on a federal student loan and that you do not owe money on a federal student grant.
- Comply with the Selective Service registration, if required.

Additionally, to be authorized for Federal Work Study, a student must have a Federal Work Study award listed on his/her Financial Aid awards in Banner for the current academic year.

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 and complete the I-9 form and the federal and state tax withholding forms
- 3) You must go to the Financial Aid Office 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'.

***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 an expiration date cannot be expired.

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

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. Time records should be submitted no later than the end of the last day of the pay period.

- Pay Earnings are paid directly to the student by pay check (distributed in the Payroll office, GC 408) or by direct deposit on a bi-weekly basis. At no time will earnings be credited to a student's bill.
- Direct deposit forms are available [here](#): Students who use banks that do not have a local branch should bring a voided check, copy of a check, or a printout from the bank with a routing number and account number for direct deposit.
- In order to be paid correctly and in a timely manner, it is the student's responsibility to complete the timesheet bi-weekly. Timesheets submitted past the stated deadlines may cause a delay in pay.

Timesheets

- Timesheets are found online in the SUNY Secure Employee Services Portal: <https://www.suny.edu/time>
 - Select Downstate Medical
 - Username is the same as nine-digit ID # e.g 2017#####
 - Select Time & Attendance
- Instructions for completing your time sheet should be discussed with your supervisor, however, in all cases the following regulations must be adhered to:
 - Students and supervisors must keep track of all hours worked.
 - Time sheets should be completed by both the student and supervisor on the last working day of the pay period. It is suggested that the supervisor authorizes an alternate person designated to approve the student's timesheet on the supervisor's behalf, should they be absent or unavailable. This is done through Payroll.
 - Students should not be permitted to work after the final day of the semester. Students who do work beyond the last day must be paid from the departmental budget.
 - Supervisors must submit time sheets according to the schedule provided. Timesheets submitted after the final deadline of spring semester must be paid from the departmental budget. The final deadline is seven days after the end of the semester.
 - Time sheets must be submitted in quarter hours (i.e., 3:15, 3:30, 3:45, 4:00). There is neither overtime nor special holiday pay.
 - For every 4 continuous hours of work you may take a rest break not to exceed 15 minutes. This applies only if it is your employer's policy is to permit such breaks for other employees.
 - A lunch break is required after 6 consecutive hours of work, per New York State law. It must be indicated on the time sheet. Please note that even if the student does not take a lunch break, the ½ hour will still be deducted from total hours worked.

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 online hiring process is always needed when changing jobs. The last day to work for the spring semester is Commencement. ***For graduating students, the last day to work is the last day of classes of your final term.***
- 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 logging in to their online account.
- 7) Students can request additional funds once within \$500 of original awarded allocation.
- 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.

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