REQUEST FOR STUDENT EMPLOYEE(S) UNDER THE FEDERAL COLLEGE WORK-STUDY PROGRAM
ACADEMIC YEAR 2017-2018

One of these forms should be completed for each type of job available.

Employer Department: __________________________ Phone: __________________________

Position Location: ____________________________

ACADEMIC YEAR REQUEST – AUGUST 28, 2017-MAY 13, 2018

Job Title: ____________________________

Job Description: __________________________

Job Requirements: __________________________

Position Justification: __________________________

Is this position an extramurally funded project?

If yes, project title: ____________________________ Number: __________________________

BUDGET INFORMATION

Number of Students¹: __________________________ Weekly Hours Per Student²: __________________________

Weekly Hour Total³: 0 (1 x 2) Number of Weeks⁴: 30

Wage Rate⁵: $9.75 Requested Allocation: $0.00 (3 x 4 x 5)

Approved Allocation: __________________________

APPROVED ALLOCATION IS A REQUIRED FIELD

Note: The approved allocation can be determined by President, Vice President, Department Chair, or Director, and must be entered prior to submission to the Financial Aid Office

SUPERVISOR INFORMATION

Supervisor: __________________________ Title: __________________________

Office: __________________________ Phone: __________________________

Fax: __________________________ E-mail __________________________

113 Bray Hall □ 1 Forestry Drive □ Syracuse, NY 13210 □ Phone: 315-470-6670 □ Fax: 315-470-4734 □ e-mail: finaid@esf.edu

www.esf.edu
CONTACT INFORMATION

The contact information listed above will be included in posted job descriptions unless checked below. Please check the boxes for any information that should NOT be included.

☐ No Phone Number  ☐ No Fax Number  ☐ No E-Mail Address

PROCEDURES

APPROPRIATE ACTION  

☐ Request for Federal Work-Study Student Employee forms delivered to faculty and staff.

☐ [ALL DIVISIONS] Faculty and staff complete requests for the summer and academic year periods, and forward to Faculty Chairperson/Director.

☐ [ACADEMIC AFFAIRS ONLY] Provost provides Work-Study Allocations and allocation summary sheets to unit.

☐ [DIVISIONS OTHER THAN ACADEMIC AFFAIRS] Director reviews all requests, endorses valid requests, and forwards to appropriate supervisor (in most cases, President/Vice President).

☐ [DIVISIONS OTHER THAN ACADEMIC AFFAIRS] President/Vice Presidents review requests, determine allocation amount for each department/area, and return approved forms to department chairs/directors.

☐ [ACADEMIC AFFAIRS ONLY] Unit Heads allocate available funds, and complete and submit allocation summary sheet to Provost.

☐ [DIVISIONS OTHER THAN ACADEMIC AFFAIRS] Directors allocate available funds to each position in their area, notify the requesting individuals of that allocation, and then forward approved forms to the Financial Aid Office for tracking and posting.

☐ [ACADEMIC AFFAIRS ONLY] Provost approves unit summaries; unit heads notify requesting individuals of their allocation and forward approved forms to the Financial Aid Office.

SIGNATURES

Position Supervisor: ___________________________  Date: ________________

Department Chair/Director: ________________________________  Date: ________________

President/Vice President: _______________________________  Date: ________________

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