



State University of New York
College of Environmental Science and Forestry
Office of Financial Aid and Scholarships

REQUEST FOR STUDENT EMPLOYEE(S) UNDER THE FEDERAL COLLEGE WORK-STUDY PROGRAM
SUMMER 2012

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

Employer Department:

Position Location: Phone:

SUMMER REQUEST – MAY 14, 2012 – AUGUST 26, 2012

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: Number of Weeks⁴:
(1 x 2)

Wage Rate⁵: Requested Allocation:
(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:

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

<u>APPROPRIATE ACTION</u>	<u>DEADLINE DATE</u>
<input checked="" type="checkbox"/> Request for Federal Work-Study Student Employee forms delivered to faculty and staff.	1/30/12
<input type="checkbox"/> [ALL DIVISIONS] Faculty and staff complete requests for the summer and academic year periods, and forward to Faculty Chairperson/Director	2/6/12
<input type="checkbox"/> [ACADEMIC AFFAIRS ONLY] Provost provides Work-Study Allocations and allocation summary sheets to unit.	
<input type="checkbox"/> [DIVISIONS OTHER THAN ACADEMIC AFFAIRS] Director reviews all requests, endorses valid requests, and forwards to appropriate supervisor (in most cases, President/Vice President).	2/13/12
<input type="checkbox"/> [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.	2/20/12
<input type="checkbox"/> [ACADEMIC AFFAIRS ONLY] Unit Heads allocate available funds, and complete and submit allocation summary sheet to Provost.	
<input type="checkbox"/> [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.	2/27/12
<input type="checkbox"/> [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:	