



State University of New York  
College of Environmental Science and Forestry

Office of Financial Aid and Scholarships

TO: College Community  
FROM: Rebecca Hilts, Federal Work-Study Coordinator  
Mark J. Hill, Director of Financial Aid  
RE: **Federal College Work-Study Request Policy  
Summer 2018 and Academic Year 2018-2019**  
DATE: January 2018

Self-calculating request forms  
are available in electronic  
format at:  
[http://www.esf.edu/financialaid/  
supervisorfws.htm](http://www.esf.edu/financialaid/supervisorfws.htm)

Attached to this memorandum you will find two (2) documents:

1. Policy and Procedure Memorandum on Federal College Work-Study
2. Federal College Work-Study Request Forms

The process to request student employees through the FWS Program will follow this procedure:

<u>APPROPRIATE ACTION</u>	<u>DEADLINE DATE</u>
1. Request for Federal Work-Study Student Employee forms delivered to faculty and staff by the Financial Aid Office.	<b>1/26/18</b>
2. <b>[ALL DIVISIONS]</b> Faculty and staff complete requests for the summer, fall, and spring semesters. Requests should be forwarded to Faculty Chairperson/Director.  2a. <b>[ACADEMIC AFFAIRS ONLY]</b> Provost provides Work-Study Allocations and allocation summary sheets to unit.	<b>2/2/18</b>
3. <b>[DIVISIONS OTHER THAN ACADEMIC AFFAIRS]</b> Director reviews all requests, endorses valid requests, and forwards to appropriate supervisor (President/Vice President).	<b>2/9/18</b>
4. <b>[DIVISIONS OTHER THAN ACADEMIC AFFAIRS]</b> President/Vice Presidents review requests, determine allocation amount for each area, and return approved forms to Directors.  4a. <b>[ACADEMIC AFFAIRS ONLY]</b> Unit Heads allocate available funds, and complete and submit allocation summary sheet to Provost.	<b>2/16/18</b>
5. <b>[DIVISIONS OTHER THAN ACADEMIC AFFAIRS]</b> Directors allocate available funds to each position in their area, notify the requesting individuals of that allocation, and then forward approved forms to Financial Aid Office for tracking and posting.  5a. <b>[ACADEMIC AFFAIRS ONLY]</b> Provost approves unit summaries; unit heads notify requesting individuals of their allocation and forward approved forms to the Financial Aid Office.	<b>2/23/18</b>

Notes:

1. **The summer 2018 wage rate will be \$10.40 per hour. The fall 2018 wage rate will be \$10.40 per hour. The spring 2019 wage rate will be \$11.10 per hour.**
2. **Additional program information and forms can be accessed on the ESF web site at <http://www.esf.edu/financialaid/supervisorfws.htm>.**



State University of New York  
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Office of Financial Aid and Scholarships

TO: College Community

FROM: Rebecca Hilts, Federal Work-Study Coordinator  
Mark J. Hill, Director of Financial Aid

RE: Federal College Work-Study Program – Policies and Procedures

DATE: January 2018

CONTENTS:

- I. Requests for Student Help
- II. The Program
- III. Student Eligibility
- IV. Eligible Employment
- V. Pay Rates
- VI. Employment Hours
- VII. Time Slips
- VIII. Additional Information

I. **Requests for Student Help**

Enclosed please find *Request for Student Employee* forms which can be used to obtain student help during the year. The forms can be used for the summer program, starting in early May following graduation, or for the fall/spring program, which coincides with the academic year calendar. **Completed forms should be submitted to the appropriate faculty chairperson/director. The chairperson/director will endorse and submit valid requests to the appropriate vice-president. The vice-president will review requests, then forward approved requests either to the faculty chair/director for forwarding to the Financial Aid Office, or directly to the Financial Aid Office for posting.**

II. **The Program**

SUNY ESF has been participating in the Federal Work-Study Program since its inception in 1965. Federal funds provide 75% of the wages and the college provides 25% plus fringe benefits. The program has a primary purpose of assisting students with a financial need to earn money which helps cover college expenses.

Although funding patterns for the Federal Work-Study Program have been unstable, the Financial Aid Office will continue to provide work opportunities to students while providing student employment assistance to the college.

III. **Student Eligibility**

In order to be eligible for work in the program, an undergraduate or graduate student must be matriculated at least half-time at the college. The student's eligibility depends on his or her need for employment to help defray college expenses, with preference given to applicants from low

income families. Due to Federal regulations, it is necessary to view earnings under the Federal Work-Study Program in relation to other financial assistance and total college expenses. The student's total financial aid and earnings under this program can not exceed his or her determined need.

#### IV. **Eligible Employment**

FWS employment is intended to be supplementary to the business of the college. Therefore, work (or positions) under the program must constitute employment for which the college has compensated, or is compensating, individuals from other college sources – i.e. Temporary Service, Research Foundation, etc.

In addition, a student can not be paid for work that is related to the student earning academic credit. For example, a student should not be paid under the FWS Program to collect data for his/her thesis or dissertation even if the thesis is related to the business of the college. Furthermore, a student should not be hired to assist another student to collect data for his/her thesis or dissertation unless the college has, in the past, or is presently, paying someone from other funding sources to do essentially the same type of work.

#### V. **Pay Rates**

In order to enhance student participation in the program, the summer wage rate is higher than the academic year rate. Summer Wage Rate: \$10.40 per hour. Fall 2018 Wage Rate: \$10.40 per hour. Spring 2019 Wage Rate: \$11.10 per hour.

#### VI. **Employment Hours**

A student employed under the FWS program during the summer may work up to, but no more than, 40 hours per week. During the academic year, students may work no more than 20 hours per week, except in periods of no classes (semester or holiday breaks), during which 40 hours per week can not be exceeded.

#### VII. **Time Slips**

FWS program time slips are available in the Payroll Office, 119 Bray Hall. Time slips must be completed and returned to the Payroll Office by the supervisor, not by the student. Scheduled working hours of student employees must be posted in the work location along with a copy of the student's academic schedule to insure that students do not work during scheduled class time.

#### VIII. **Additional Information**

More program information is available on the web at <http://www.esf.edu/financialaid/fws.htm>. Most forms can be downloaded from <http://www.esf.edu/financialaid/supervisorfws.htm>. Questions may be directed to Rebecca Hilts in the Financial Aid Office.



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REQUEST FOR STUDENT EMPLOYEE(S) UNDER THE FEDERAL COLLEGE WORK-STUDY PROGRAM  
ACADEMIC YEAR 2018-2019

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

Employer Department:

Position Location:  Phone:

ACADEMIC YEAR REQUEST – AUGUST 27, 2018 – MAY 10, 2019

Job Title:

Job Description:

Job Requirements:

Position Justification:

Is this position an extramurally funded project?

If yes, project title:  Number:

BUDGET INFORMATION

Number of Students<sup>1</sup>:  Weekly Hours Per Student<sup>2</sup>:

Weekly Hour Total<sup>3</sup>:  0 Number of Weeks<sup>4</sup>:  30  
(1 x 2)

Wage Rate<sup>5</sup>:  \$10.40 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

## 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.	<b>1/26/18</b>
<input type="checkbox"/> <b>[ALL DIVISIONS]</b> Faculty and staff complete requests for the summer and academic year periods, and forward to Faculty Chairperson/Director.	<b>2/2/18</b>
<input type="checkbox"/> <b>[ACADEMIC AFFAIRS ONLY]</b> Provost provides Work-Study Allocations and allocation summary sheets to unit.	
<input type="checkbox"/> <b>[DIVISIONS OTHER THAN ACADEMIC AFFAIRS]</b> Director reviews all requests, endorses valid requests, and forwards to appropriate supervisor (in most cases, President/Vice President).	<b>2/9/18</b>
<input type="checkbox"/> <b>[DIVISIONS OTHER THAN ACADEMIC AFFAIRS]</b> President/Vice Presidents review requests, determine allocation amount for each department/area, and return approved forms to department chairs/directors.	<b>2/16/18</b>
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## SIGNATURES

Position Supervisor:		Date:	
Department Chair/Director:		Date:	
President/Vice President:		Date:	



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Office of Financial Aid and Scholarships

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

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

Employer Department:

Position Location:  Phone:

SUMMER REQUEST – MAY 13, 2018 – AUGUST 26, 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 Students<sup>1</sup>:  Weekly Hours Per Student<sup>2</sup>:

Weekly Hour Total<sup>3</sup>:  0 Number of Weeks<sup>4</sup>:  15  
(1 x 2)

Wage Rate<sup>5</sup>:  \$10.40 Requested Allocation:  0.00  
(3 x 4 x 5)

Approved Allocation:  **APPROVED ALLOCATION IS A REQUIRED FIELD**

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Position Supervisor:	<input style="width: 95%;" type="text"/>	Date:	<input style="width: 95%;" type="text"/>
Department Chair/Director:	<input style="width: 95%;" type="text"/>	Date:	<input style="width: 95%;" type="text"/>
President/Vice President:	<input style="width: 95%;" type="text"/>	Date:	<input style="width: 95%;" type="text"/>