



State University of New York
College of Environmental Science and Forestry

Office of Financial Aid and Scholarships

TO: College Community
FROM: Mark J. Hill, Federal Work-Study Coordinator
John E. View, Director of Financial Aid
RE: **Federal College Work-Study Request Policy
Summer 2011 and Academic Year 2011-2012**
DATE: January 2011

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.	1/31/11
2. Faculty and staff complete requests for the summer, fall, and spring semesters. Requests should be forwarded to Faculty Chairperson/Director.	2/7/11
3. Faculty Chairperson/Director reviews all requests, endorses valid requests, and forwards to appropriate supervisor (in most cases, President/Vice President).	2/14/11
4. President/Vice Presidents review requests, determine allocation amount for each department/area, and return approved forms to Department Chairs/Directors.	2/21/11
5. Department Chairs/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.	2/28/11

These procedures may be adjusted by each division as needed. However, **forms should not be returned to the Financial Aid Office until they have been approved by all parties and assigned an actual allocation.**

The Financial Aid Office does **not** make allocation decisions or send notification to supervisors.

Total allocations should not exceed the approved amount for each area. Department Chairs/Directors should **not** over-allocate individual positions to encourage spending.

Other Notes:

1. The Summer 2011 wage rate will be \$8.25 per hour. The academic year 2011-2012 wage rate will be \$7.25 per hour.
2. Additional program information and forms can now be accessed on the ESF web site at <http://www.esf.edu/financialaid/supervisorfws.htm>.



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TO: College Community

FROM: Mark J. Hill, Federal Work-Study Coordinator
John E. View, Director of Financial Aid

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

DATE: January 2011

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: \$8.25 per hour. Academic Year Wage Rate: \$7.25 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 Mark Hill in the Financial Aid Office.



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REQUEST FOR STUDENT EMPLOYEE(S) UNDER THE FEDERAL COLLEGE WORK-STUDY PROGRAM
SUMMER 2011

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

Employer Department:

Position Location: Phone:

SUMMER REQUEST – MAY 16, 2011 – AUGUST 28, 2011

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 Number of Weeks⁴: 15
(1 x 2)

Wage Rate⁵: \$8.25 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.	1/31/11
<input type="checkbox"/> Faculty and staff complete requests for the summer and academic year periods, and forwards to Faculty Chairperson/Director	2/7/11
<input type="checkbox"/> Faculty Chairperson/Director reviews all requests, endorses valid requests, and forwards to appropriate supervisor (in most cases, President/Vice President).	2/14/11
<input type="checkbox"/> President/Vice Presidents review requests, determine allocation amount for each department/area, and return approved forms to department chairs/directors.	2/21/11
<input type="checkbox"/> Department Chairs/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.	2/28/11

SIGNATURES

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



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REQUEST FOR STUDENT EMPLOYEE(S) UNDER THE FEDERAL COLLEGE WORK-STUDY PROGRAM
ACADEMIC YEAR 2011-2012

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

Employer Department:

Position Location: Phone:

ACADEMIC YEAR REQUEST – AUGUST 29, 2011 – MAY 13, 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: 0 Number of Weeks⁴: 30
(1 x 2)

Wage Rate⁵: \$7.25 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

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SIGNATURES

Position Supervisor:	<input type="text"/>	Date:	<input type="text"/>
Department Chair/Director:	<input type="text"/>	Date:	<input type="text"/>
President/Vice President:	<input type="text"/>	Date:	<input type="text"/>