

2012-2013

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FEDERAL  
**WORK-STUDY**  
HANDBOOK FOR STUDENTS & SUPERVISORS

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## **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://newpaltz.studentemployment.ngwebsolutions.com/>. Students are also encouraged to attend the Work Study Job Fair held at the beginning of the Fall semester to interview with department supervisors.

**A FWS award is not a guarantee of a job.** The number of work study positions is limited so prepare ahead of time. Apply on-line, attend the job fair, bring your documentation required to complete the I-9 form. Keep in mind that you will be interviewing with department supervisors at the job fair 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 my.newpaltz. Students may work up to twenty hours per week and are paid hourly earning \$7.25 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.

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## **WHAT HAPPENS**

### **AFTER A STUDENT IS AWARDED FWS?**

After you have been awarded Federal Work-Study you should proceed as follows:

- 1) Review and apply for positions on-line and come to the annual Work Study Job Fair to interview with Department Supervisors. During an interview, job descriptions and responsibilities will be discussed so you can determine which job best suits your needs and interests. If you cannot attend the Job Fair but apply for positions on line Supervisors will contact you to set up an interview. If you need further assistance go to the Student Employment Office (Haggerty 607A). Walk-in hours are 9:00a.m. - 4:30p.m., Monday through Friday
- 2) Review the I-9 form and the federal and state tax withholding forms. You will complete the I-9 form with your supervisor once you are hired. Your completed I-9 form along with your W4 (federal tax withholding form), and IT-2014 or IT-2104E (state tax withholding form or state tax exempt withholding form) must be submitted to the Payroll Office before you start working. The supervisor will notify the Payroll Office that you have been hired by completing the on-line hiring process.

\*\*\*You will need to present identification to have the I-9 completed. If you have an Alien Registration 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 back of I-9 for complete list of acceptable documents. Once the I-9 is completed it is valid for three years without break in employment.

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

- 3) You must go to the Payroll Office (Haggerty 301) to submit the I-9, W-4 form and the appropriate IT-2104 or IT-2104-E form. Continuing students who work during the prior Spring 2012 semester 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'.

## **HOW TO GET PAID ON FWS**

To be paid, FWS students must:

- 1) Make sure all necessary paperwork (clearance form, I-9, W-4, IT2104/E) has been completed and is on file in the appropriate office.
- 2) Make sure supervisors record work hours daily and sign time sheets at the end of the payroll period.

**NOTE: THE DEPARTMENT EMPLOYING A FWS STUDENT IS RESPONSIBLE FOR PROVIDING TIME SHEETS, SEEING THAT THEY ARE FILLED OUT CORRECTLY, VERIFYING THE ACCURACY OF THE HOURS REPORTED, AND DELIVERING THE TIME SHEETS TO THE PAYROLL OFFICE.**

- 3) Paychecks are available every other Thursday in the Telecommunications Office (Haggerty 35). The first paycheck will be available three weeks after the first time sheet is submitted, so allow for a 4-5 week delay from the time that you begin working until you receive the first paycheck..

**NOTE: IN THE EVENT THAT A TIME SHEET IS REJECTED, IT MUST BE CORRECTED AND RESUBMITTED TO PAYROLL. A REJECTION WILL RESULT IN A TWO WEEK DELAY OF THE NEXT PAYCHECK.**

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- 4) Time sheets must be submitted as per payroll schedules. The Financial Aid Office will provide both students and departments with a schedule of pay periods.
  - 5) You must have identification to pick up paychecks.
  - 6) Paychecks should be picked up promptly, as they are only valid for sixty days. Checks that are not picked up and cashed within sixty days will have to be reissued.
  - 7) Paychecks that arrive after the semester ends will be mailed to you if you have provided the Telecommunications Office (Haggerty 35) with a self-addressed, stamped envelope. If no envelope is provided the check will remain in Telecommunications for sixty days.

### ***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 on-line hiring process is always needed at the beginning of the summer session or when changing jobs. The last day to work for the spring semester is Commencement.

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- 5) Summer FWS awards are separate from academic year awards. Students interested in summer FWS must submit an application to the Financial Aid Office before June 12th. A Free Application for Federal Student Aid must also be on file for the upcoming academic year and all requested documents must have been submitted to the Financial Aid Office. Summer work study funds are awarded to the extent that funding permits.
  - 6) Work-Study Study allocations must be earned during the period in which they are awarded. Money not earned by the end of the academic year is forfeited.
  - 7) Students are responsible for monitoring their earnings. Students can get a current balance by contacting the Payroll Office.
  - 8) Students must stop working when their allocation is exhausted.
  - 9) 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.
  - 10) Students' allocations and authorization to work periods are subject to change at any time due to possible funding shortfalls, etc.
  - 11) 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.
  - 12) Students may work up to twenty hours per week while school is in session and thirty-five hours per week when school is not in session.

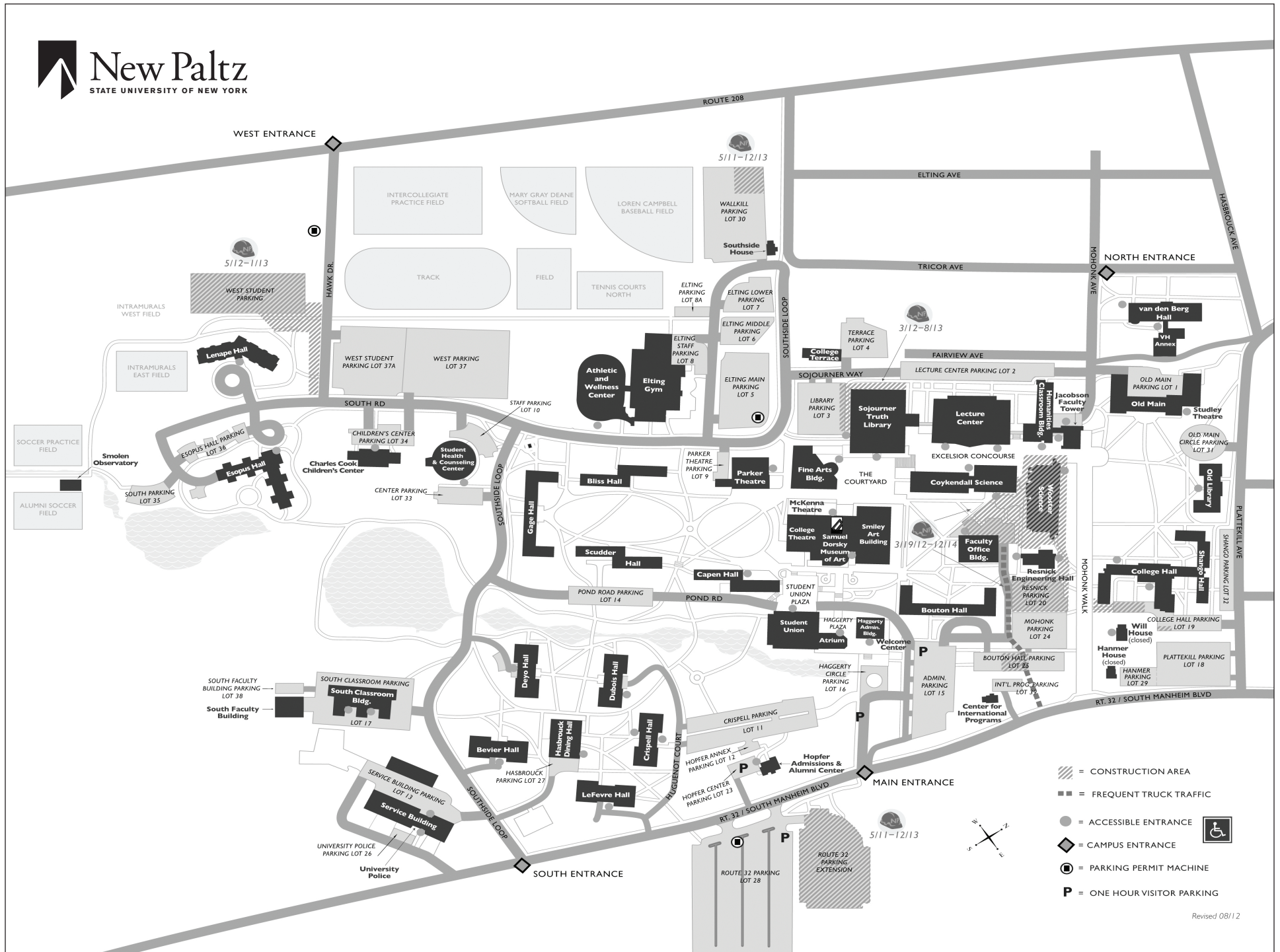
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- 13) Students cannot work more than six hours at a time without a half hour break.
  - 14) Students who claim “EXEMPT” on the W-4 & IT 2104/E form must complete new ones at the beginning of each new calendar year.
  - 15) Students should be aware 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.







### **WHAT EVERY FWS SUPERVISOR SHOULD KNOW**

- 1) Students will be referred to departments based on the FWS request form submitted each spring. Departments should contact the Financial Aid Office if their needs change during the year.
- 2) When hiring FWS students be sure to explain exactly what will be expected of them in terms of job duties, attendance, and performance. It is helpful to put this in writing.
- 3) **Do not allow a student to work before you have signed the I-9 form.** should have the student return the I-9 and tax withholding forms to the Payroll Office (Haggerty 301). Students should not start working until the supervisor has completed the on-line hire process and payroll forms have been submitted since students cannot be paid. **If a time sheet is rejected it must be resubmitted after the problem is resolved.**

**NOTE: EMPLOYER SHOULD NOT RETAIN COPIES OF THE I-9 OR TAX WITHHOLDING FORMS.**

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- 4) Supervisors should designate a place where students can sign in and out. It is the **supervisor’s responsibility to verify the accuracy of the time sheets and to sign and deliver them to Payroll** every other Thursday.
  - 5) If a problem arises with a student, try to resolve it if at all possible. If the problem cannot be resolved supervisors have the right to terminate employment. Students should be notified in writing as to why they are being terminated and a copy of the letter should be sent to Financial Aid.
  - 6) Supervisors must make students aware of confidentiality issues, responsibilities, policies, and procedures. If a student will be working in a department that allows him or her to have access to confidential information, it is the supervisor’s responsibility to inform and make sure that the student understands the consequences if any breaches of confidentiality occur. Also, it will be the supervisor’s responsibility to pursue disciplinary action against the student if confidentiality is broken.



-  = CONSTRUCTION AREA
-  = FREQUENT TRUCK TRAFFIC
-  = ACCESSIBLE ENTRANCE
-  = CAMPUS ENTRANCE
-  = PARKING PERMIT MACHINE
-  = ONE HOUR VISITOR PARKING

## **PARTICIPATING WORK STUDY DEPARTMENTS AND AGENCIES**

The following is a list of departments and agencies that participate in the Federal Work-Study program and the positions they offer. For further information, go to the department directly. Depending on the time of year, some positions may be open and some may not. Pick out a few favorites and start with them.

<b>Department/Agency</b>	<b>Location</b>	<b>Position</b>
Academic Computing	Labs/Classrooms	Lab Assistant
Accounting Services	HAB 302	Office Assistant
Administrative Services	HAB 40	Office Assistant
Admissions	HAC	Office Assistant
Alumni Relations	HAC 106	Office Assistant
AMP/C-STEP	WSB 3	Office/Computer Asst, Tutor
Anthropology	WSB 124	Office Assistant
Art - Foundations	SAB 120B	Office Assistant
Art - Printmaking	FAB 223	Studio Monitor
Art - Sculpture	FAB 223	Tool Room Monitor
Art - Wood Design	FAB 224	Wood Studio Monitor
Art Education	SAB 108A	Office Assistant
Art Studio - Ceramics	FAB 209	Clay Makers
Art Studio - Computer Lab	OLB	Lab Proctor
Art Studio - Metals	FAB 330	Tool Room Monitor
Art Studio - Photography	OLB	Lab Assistant
Athletics & Recreation	EG 200	Asst Trainer, Building Supervisor, Lifeguard, Office Asst, Rec Asst, Equipment Supervisor
Biology	CSB 215	Office/Lab Assistant
Black Studies	FOB W-2	Office Assistant
Business Office	HAB 510	Office Assistant
Campus Auxiliary Services	HDH	Food Services
Career Resource Center	HUM 105	Office Assistant
Center for Student Development	SUB 301	Office Assistant
Chemistry	CSB	Lab/Office Assistant
Child Find of America	Highland	Office Asst, Peer Counselor/Tutor
Children's Center of New Paltz	CC 125	Teaching Assistant
Commencement	HAB 503C	Office Assistant
Communication & Media	CSB 51	Office Assistant
Communication Disorders	HUM 19	Office Assistant
Costume Shop	PT 115	Office Asst, Restocking, Stitchers
Curriculum Materials Center	STL 2nd Floor	Office Assistant
Dean's Office - LA & S	JFT 614	Office/Research Assistant
Design & Printing Services	HAB 511 / HAB 8	Graphic Artist, Print Shop Asst
Development	HAB 510	Office Assistant
Disability Resource Center	SUB 205	Office Assistant
Dorsky Art Museum	SDMA	Monitor
Economics	JFT814	Office Assistant
Educational Administration	OMB 127	Office Assistant
Educational Studies	SCB 153	Office Assistant
Electrical/Computer Engineering	REH 103	Office Asst, Computer Asst
Elementary Ed Advising	SCB 112	Office Assistant
Elementary Education	SCB 154	Office Assistant

English	JFT 714	Office Assistant
Equal Opportunity Program	HAB 401	Office Assistant
Family of New Paltz	New Paltz	Crisis Counselor
Financial Aid	HAB 603	Office Assistant
Fine & Performing Arts	CT 118	Office Assistant
Graduate School	HAB 8th floor	Office Assistant
History	JFT 916	Office Assistant
Honors Department	CH - H111	Office Assistant
Hudson Valley Blood Services	Kingston, Poughkeepsie	Office Assistant
Human Resources	HAB 201	Office Assistant
Instructional Media	LC 2	Media Operator
Languages, Literatures, & Cultures	JFT 414	Office Assistant
Library	STL	Library Clerk
Mail Services	HAB 26	Mail Clerk
Mathematics	FOB E7	Tutor
Migrant Education	VLC Annex	Office Assistant
Music	CH - G 212/219	Event Recorder, Lab Monitor
Music - College Youth Symphony	CHG 100	Office/Event Assistant
Music Therapy	CH G 214A	Office Assistant
New Paltz Central Schools	New Paltz	Office Asst, Aide
New Paltz Youth Program	New Paltz	Recreation Asst, Peer Tutor/Mentor
Payroll	HAB 301	Office Assistant
Philosophy	JFT 916	Office Assistant
Physics	WSB 130	Lab Assistant
Political Science	JFT 814	Office Assistant
Property Control	SB 102A	Office Assistant
Psychological Counseling Center	Student Health Center 201	Office Assistant
Psychology	JFT 314	Office Assistant
Receiving	SB 102	Clerk
Records & Registration	HAB 19	Office Assistant
Regional Education/CRREO	Grimm House	Office Assistant
Residence Life	CPH 112	Office Asst, Hall Monitor
Sarah Hull Hallock Free Library	Milton	Desk Clerk, Program Specialist
Scholar's Mentorship Program	FOB W-2	Office Assistant
School of Business	VH 301	Office Assistant
School of Education - Dean	SCB 107	Office Assistant
Secondary Education	SFB 101	Office Assistant
Sociology	JFT 516	Office Assistant
Student Accounts	HAB 210	Office Assistant
Student Activities & Union Services	SUB 209	Information Desk, Office Asst, Set-up Crew
Student Health Services	HLC	Office Assistant
Student Teaching Office	SCB 104	Office Assistant
Theatre Arts - Technical	CT	Office Asst, Stage Prep
UCCAC Inc Head Start	Kingston	Tutor, Teacher Asst
Wallkill High School	Wallkill	Mentor, Tutor
Women's Studies	Southside House	Office Assistant

Appendix A

I-9 FORM

Below is an example of a properly completed I-9 form. This form must be completed and returned to the Office of Financial Aid before a student can be put on the payroll.

OMB No. 1615-0047; Expires 08/31/12

**Form I-9, Employment Eligibility Verification**

Department of Homeland Security  
U.S. Citizenship and Immigration Services

**Read instructions carefully before completing this form. The instructions must be available during completion of this form.**

**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

**Section 1. Employee Information and Verification (To be completed and signed by employee at the time employment begins.)**

Print Name: Last SMITH First JANE Middle Initial R. Maiden Name \_\_\_\_\_  
 Address (Street Name and Number) 123 GREEN ST. Apt. # \_\_\_\_\_ Date of Birth (month/day/year) 5/18/1988  
 City NEWBURGH State NY Zip Code 11111 Social Security # 123-45-6789

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):  
 A citizen of the United States  
 A noncitizen national of the United States (see instructions)  
 A lawful permanent resident (Alien #) \_\_\_\_\_  
 An alien authorized to work (Alien # or Admission #) \_\_\_\_\_ until (expiration date, if applicable - month/day/year) \_\_\_\_\_

Employees Signature: Jane R. Smith Date (month/day/year) 8/29/09

Preparer and/or Translator Certification (To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Preparer's/Translator's Signature \_\_\_\_\_ Print Name \_\_\_\_\_  
 Address (Street Name and Number, City, State, Zip Code) \_\_\_\_\_ Date (month/day/year) \_\_\_\_\_

**Section 2. Employer Review and Verification (To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number, and expiration date, if any, of the document(s).)**

Document title:	List A	OR	List B	AND	List C
Issuing authority:			EX: <u>SUNNY NP ID CARD</u>		EX: <u>SOCIAL SECURITY CARD</u>
Document #:			<u>N00001234</u>		<u>123-45-6789</u>
Expiration Date (if any):					
Document #:					
Expiration Date (if any):					

**CERTIFICATION:** I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) \_\_\_\_\_ and that to the best of my knowledge the employee is authorized to work in the United States. (State employment agencies may omit the date the employee began employment.)

Signature of Employer Authorized Representative: John Jacob Print Name: JOHN JACOB Title: SR. ADVISOR  
 Business Organization Name and Address (Street Name and Number, City, State, Zip Code): SUNNY NEW PALTZ 1 HAWK DRIVE, NEW PALTZ NY 11111 Date (month/day/year): 8/29/09

**Section 3. Updating and Reverification (To be completed and signed by employer.)**

A. New Name (if applicable) \_\_\_\_\_ B. Date of Rehire (month/day/year) (if applicable) \_\_\_\_\_

C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment authorization.

Document Title: \_\_\_\_\_ Document #: \_\_\_\_\_ Expiration Date (if any): \_\_\_\_\_

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative \_\_\_\_\_ Date (month/day/year) \_\_\_\_\_

Appendix B

COLLEGE WORK-STUDY TIME SHEET

**STATE UNIVERSITY OF NEW YORK AT NEW PALTZ  
COLLEGE WORK STUDY TIME SHEET**

- Time sheet must be completed in ink and be legible. Hours worked must be in even units of hours and quarter hours. For example: 1, 1½, 1¾, or 1⅞.
- Payments can ONLY be made after you have received approval to work from the Financial Aid Office, HAB 601, and a completed W-4 form, a IT2104 or IT2104E form, and current I-9 are on file in Payroll.
- You may not work more than 20 hours a pay week for all jobs combined while school is in session. You must take a half hour break when 6 consecutive hours have been worked.
- Time sheets are due in Payroll by the scheduled deadline. Please refer to the Payroll Schedule - Work Study and Student Assistant, for deadline dates and paycheck dates.
- Incomplete time sheets will be returned to the department and will delay payment to the student. All fields must be completed.

FULL NAME JANE R. SMITH  
(PRINT CLEARLY)

LAST 4 DIGITS OF SOCIAL SECURITY # 1234

2 DIGIT WS ACCOUNT NUMBER 52

DEPARTMENT FINANCIAL AID

TYPE OF WORK OFFICE ASSISTANT

DAY	DATE	IN	LUNCH		OUT	HOURS WORKED
			OUT	IN		
THURS	9/13	12:00	—	—	4:00	4.0
FRI	9/14					
SAT	9/15					
SUN	9/16					
MON	9/17	10:00	—	—	12:00	2.0
TUES	9/18					
WED	9/20	12:00	—	—	4:00	4.0
WEEKLY TOTAL						10.0

DAY	DATE	IN	LUNCH		OUT	HOURS WORKED
			OUT	IN		
THURS	9/21	12:00	—	—	4:00	4.0
FRI	9/22					
SAT	9/23					
SUN	9/24					
MON	9/25	10:00	—	—	12:00	2.0
TUES	9/26					
WED	9/27	12:00	—	—	4:00	4.0
WEEKLY TOTAL						10.0

"I certify that the above hours are correct."  
 STUDENT Jane R. Smith DATE \_\_\_\_\_

"I hereby certify that the above is a true statement of the hours worked by the above employee and that the employee has performed his assigned duties in a satisfactory manner. I further certify that the hours worked do not exceed those authorized."  
 SUPERVISOR \_\_\_\_\_ DATE \_\_\_\_\_

SUPERVISOR - PRINTED NAME \_\_\_\_\_

THE TIME SHEET MUST BE SUBMITTED TO PAYROLL DIRECTLY FROM THE SUPERVISOR (EITHER IN PERSON, THROUGH CAMPUS MAIL, OR PAYROLL DROPBOX) BY THE DEADLINE DATE.

TOTAL HOURS WORKED 20

RATE OF PAY 7.25

AMOUNT DUE 145.00

Distribution: White - Payroll Office  
 Yellow - Supervisor  
 Pink - Student



***DIRECTOR OF FINANCIAL AID***

DANIEL SISTARENIK

***STUDENT EMPLOYMENT COORDINATOR***

CYNTHIA HARKINS

STATE UNIVERSITY OF NEW YORK AT NEW PALTZ

OFFICE OF FINANCIAL AID

HAGGERTY 603

200 HAWK DRIVE

NEW PALTZ, NY 12561-2443

(845) 257-3250