



OFFICE OF FINANCIAL AID

**FEDERAL
WORK-STUDY**

**SUPERVISOR
GUIDE**

BOROUGH OF MANHATTAN COMMUNITY COLLEGE
The City University of New York
www.bmcc.cuny.edu/finaid/

INTRODUCTION

This handbook provides you, the employing supervisor, with essential information about the federal work-study program. Please keep it handy and refer to it as often as needed. It has been designed to furnish you with the following:

- 1. An outline of the correct procedures for obtaining federal work-study students.*
- 2. A description of your responsibilities as a supervisor to the students you employ and to the Federal Work-Study Program.*

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STUDENT ELIGIBILITY REQUIREMENTS

The Office of Financial Aid awards eligible students with Federal Work-Study (FWS) funds, establishes rates of pay and maximum weekly hours, and conducts job placement.

1. Students must be matriculated and enrolled for at least half-time study (minimum of 6 credits or equated credits).
2. Students must be either U.S. citizens, permanent resident aliens, or other eligible classifications of non-citizen.
3. Students must have filed a Free Application for Federal Student Aid (FAFSA) by an established deadline.
4. Students must demonstrate financial need. (Financial need is established by a uniform need analysis evaluation performed by CUNY according to federal guidelines.)
5. Students must be in good academic standing at the college and maintain satisfactory academic progress according to federal guidelines.

DEPARTMENTAL & AGENCY ELIGIBILITY REQUIREMENTS

The fundamental requirement is that the office and/or agency be affiliated with, or part of, the BMCC community (i.e., an academic or administrative department) or have contracted with the City University of New York to participate in the University's Federal Work-Study Program.

HOW TO REQUEST FWS STUDENTS

On-campus departments who wish to employ FWS students must complete a job request using the "job submission" function on Lotus Notes. These jobs are also posted to BMCC's On-line FWS Job Search by the FWS Coordinator after approval. The "job submission" asks the supervisor to list the types of work students will be asked to perform, the number of students requested, and the number of hours students are needed per week. The "job submission" function can also be used to request specific students who may have worked for you previously.

Off-campus agencies submit an Agency/Company Program form and a Job Description to the University's Financial Aid Office who will submit the forms to the college. The FWS Office at BMCC posts all off-campus jobs to the On-line FWS Job Search.

FEDERAL WORK-STUDY ON THE WEB

You will be able to view your job description on the On-line FWS Job Search which you access from the Federal Work-Study Resource Page at: www.bmcc.cuny.edu/finaid/. All jobs are posted here and students are directed to use the On-line Job Search to look for employment opportunities both on or off-campus.

Students may search by job location, salary and skill requirements. These job searches can take place at the time and location of the students choosing. Computers and printers are available in the BMCC Placement Office Room N301 during placement hours but students may access FWS On-line Job Search at any open computer lab or Panther workstation on campus, or at home. The posted job listings provide students with a job title, contact name, address, phone number and a job description.

EMPLOYING STUDENTS

HOW MANY HOURS MAY STUDENTS WORK?

During the time classes are in session, students are permitted to work up to 15 hours per week on-campus and 20 hours per week off-campus. It has been our experience that students can usually work comfortably from 8 to 20 hours per week, depending on the amount of the award and their class schedules. When classes are not in session (January intercession and spring recess) or during the summer, students may work up to 35 hours a week with the permission of the FWS Coordinator. Supervisors should adhere to the recommended hours indicated on the FWS Contract so students will not exceed the amount of their award. Once students have earned their full award, they must stop working. Funds are not generally available for additional hours.

HOW ARE STUDENTS REFERRED TO YOUR DEPARTMENT OR AGENCY?

Students who receive FWS awards report to Room N301 in the Financial Aid Office for orientation and job assignments. At this time, students learn how the program works, are apprised of their responsibilities and given the opportunity to find a job that suits their needs or skills. After browsing through the job listings and finding a suitable job, students are given a Federal Work-Study Contract and referred to you, the prospective employer, for an interview.

THE FEDERAL WORK-STUDY CONTRACT

The Federal Work-Study Contract is your introduction to the prospective student employee. It lists the student's name, last date the student will be able to work, number of hours of work allowed per week, amount of the award, rate of pay, job location, your name, and phone number. You should arrange the student's work schedule so that it is satisfactory to both you and the student. *Please note that students may not work during their regularly scheduled class hours except in documented cases where the class was canceled or dismissed early.* After the schedule is completed, you must sign the contract and retain one copy for your records. The student must then return a signed copy of the contract to Room N301. Receipt of the contract by the Financial Aid Office signifies that the student may begin to work. A student may not begin work until the first day of class and until a signed contract has been returned to the Financial Aid Office.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

All BMCC employees who may have access to student education records/or client information, including FWS students, must adhere to federal FERPA regulations which govern the confidentiality, use, and release of these records. In general, under FERPA, all student information/client information must be treated as confidential. Even the release of so-called public or “directory information” may be subject to restriction on an individual basis. An employee of the college must not, under any circumstances, released to any person (or persons) information about a student/client unless their position specifically requires them to do so.

Your FWS students should be instructed to refer any requests for information to you the supervisor. In addition, you should limit access to information your FWS students do not need to do their job, and caution them not to exchange information about students/clients that they may have learned while performing their job duties. Stress to them that even a minor disclosure of information (e.g., telling another student of someone’s class schedule) may be a violation of the federal FERPA regulations and result in penalties including the loss of job.

FERPA MOTTO: *“Keep any information obtained in the workplace at the workplace.”*

A FERPA agreement (see Appendix A) will be given to each student along with the FWS Contract. The agreement should be read and signed by the student and supervisor. The original copy is returned with the contract to the FWS Placement Office, Room N301. The supervisor should retain a copy in the student’s folder

WHAT IF A STUDENT DOES NOT SEEM RIGHT FOR THE JOB?

You are not required to hire students that have been referred to you. If you feel a student you have interviewed is not suited for the position, have the student return to Room N301 with the unsigned contract for another job assignment.

PAYROLL PROCEDURES

Students are paid only for hours worked. These hours are recorded on a FWS Timesheet and submitted to the Financial Aid Office to be processed for payment. Each timesheet covers a two week work period and must be received by a published due date in order for the student to be paid on time. The FWS Payroll Calendar at: www.bmcc.cuny.edu/finaid/fwsresource/ lists the work periods and their respective timesheet due dates. Timesheets may be mailed or faxed to the Financial Aid Office. They may also be hand delivered or sent via interoffice mail so long as they are in sealed envelopes with your signature across the sealed flap. Under no circumstances may a student hand deliver a timesheet unless it is in a sealed envelope. Timesheets in a sealed envelope may be deposited in the mail slot in Room N301.

The timesheet must be filled out accurately and completely. If incomplete, the timesheet will be returned to you for correction. The student will then have to wait until the next scheduled distribution to receive his or her money. The supervisor who signs the timesheet must be the same person who signed the FWS Contract.

HOW MUCH MAY A STUDENT EARN PER HOUR?

The student's hourly rate is listed on the contract. Presently, on-campus student aides receive \$7.15 per hour; students working off-campus receive \$7.15 — \$9.00 per hour.

CALCULATING THE NUMBER OF HOURS A STUDENT MAY WORK

Divide the total FWS award by the rate of pay. This gives the total number of student work hours. Then, divide the total work hours by the number of hours the student may work per week. This gives the number of weeks the student will be available to work.

Example: $\$1000.00$ (FWS award) / $\$7.15$ (rate of pay) = 139.86 (total work hours) / 15 (maximum number of hours per week) = 9.32 weeks of work.

The maximum number of work hours the student is available during the academic period is provided on the contract and calculated using the above formula.

MANDATORY WORK BREAKS

If a student works more than 5 consecutive hours, he or she must take a mandatory work break. One-half hour is the minimum break allowed. Total hours for the day must not include break, lunch, or supper periods.

SICK DAYS & HOLIDAYS

FWS students may be paid only for the hours they work. They may not be paid for sick days or holidays. Federal and state law prohibits any deviation from this regulation.

WHAT HAPPENS IF A FWS STUDENT EXCEEDS THE BUDGETED HOURS?

You and the student share in the responsibility to see that your students do not exceed either the approved number of hours per week or the maximum number of hours allowed per academic year contract. You should both keep track of the number of hours worked and the money earned so that the student does not exceed his or her federal work-study budget. If a student works over the assigned weekly hours, he/she cannot be paid from FWS funds.

WHAT HAPPENS IF MY FWS STUDENT HAS NOT BEEN PAID?

If you discover that a student did not receive his or her check, please contact the Financial Aid Office Payroll Department. Every step will be taken to rectify the matter.

WHAT IS MY MAIN RESPONSIBILITY TO THE FWS STUDENTS I HIRE?

You should try to ensure the students you hire have an employment experience that is educationally enhancing. A FWS position may not be directly related to a student's course of study, yet he or she may still learn a great deal about the world of work. A student can pick up from most any job a basic attitude towards work and skills essential to successful job performance, no matter what career he or she has planned. As a conscientious supervisor, you can enrich the student's work-study experience immeasurably. Remember that for many students, a FWS position may be their first job. Strive to teach them how an employee should perform in a work situation.

WHAT ELSE SHOULD I KNOW ABOUT THE FWS PROGRAM?

1. FWS students cannot be supervised by other students.
2. FWS students cannot replace regular full-time employees.
3. Students may not work without you, the supervisor, being present.
4. We cannot guarantee that your requests for students will be fully met, but will strive to furnish you with as many students as possible.
5. You should not send your FWS students on personal errands. This is to avoid personal liability if the student were to incur an injury while performing the errand. Such use of students is to be discouraged.
6. FWS students who work on-campus are not covered under Worker's Compensation. If a student is injured on the job, please notify the FWS Coordinator and send the student to Room N301 so that a proper report can be filed.
7. If your student stops coming to work, contact the FWS Coordinator ASAP.
8. Once you have hired a student, it may be necessary for you to provide training so that he or she can perform the job to your satisfaction.
9. If the placement proves to be unsatisfactory to either you or the student, try to resolve your differences prior to any formal termination. If discussion fails, please give notice in writing and refer the individual case to the FWS Coordinator. Usually, another position can be found that fits the student's interests or skills more suitably.
10. Grievances should be worked out, whenever possible, between you and the student. The Financial Aid Office will participate in such discussions if either party feels its participation might be beneficial. Hopefully, the differences can be resolved without such participation. All grievances not worked out satisfactorily should be written up and sent to the FWS Coordinator.
11. Keep detailed daily/weekly records of student's attendance and hours worked.
12. Check that students have returned the signed FWS Contract, the FERPA agreement, and all other documents to the FWS Placement Office before allowing them to work.

APPENDIX A FERPA AGREEMENT



199 CHAMBERS STREET NEW YORK, NY 10007

Family Educational Rights and Privacy Act (FERPA) Non-Disclosure Agreement

The Family Educational Rights and Privacy Act (FERPA) is a federal law enacted in 1974 that guarantees the confidentiality of a student's records. As a student of Borough of Manhattan Community College, it is important for you to familiarize yourself with some of the basic provisions of FERPA to ensure that you do not violate this federal law.

- ✓ You must not, under any circumstances, release to any person(s) information about a student, unless your position specifically requires you to do so. You must refer any requests for information about a student to your supervisor to ensure that you do not violate FERPA.
- ✓ You should avoid acquiring student records information that you do not need to do your job, nor should you exchange information about students that you may have learned while performing your job. Even a minor disclosure of information (e.g., telling another student of someone's class schedule) may be a violation, and would result in penalties including the loss of your job. Keep any information obtained in the workplace at work.

I have read and understand my responsibilities as stated under the Family Educational Rights and Privacy Act Non-Disclosure Agreement.

Student Name (Print)

Social Security Number

Student Signature


Date

Department

Supervisor Date

APPENDIX B

FEDERAL WORK-STUDY TIMESHEET



THE CITY UNIVERSITY OF NEW YORK
FEDERAL WORK-STUDY TIMESHEET

WHITE - FAO
 YELLOW - SUPERVISOR
 PINK - STUDENT

Please read instructions below before filling out this form.

Agency Code:
 Location Code:

Return Completed Timesheet to:
 Borough of Manhattan Community College
 Office of Financial Aid (Room N-340)
 199 Chambers Street
 New York, NY 10007
 Fax #: (212) 220-2368

Pay Period

 From _____ / _____ / _____

 To _____ / _____ / _____

Agency Name/College Dept.	\$ _____ . _____
Work Location	Work Address (if different) ()
Supervisor's Name (PRINT)	Work Telephone

Student Name: _____ LAST _____ FIRST _____ SSN#:

Total Hours Worked Per Day

	DATE	SAT	SUN	MON	TUE	WED	THU	FRI	Total Hour:
WEEK 1 BEGINS ON:									
WEEK 2 BEGINS ON:									
Total Hours Per Pay Period:									

Supervisor's Signature _____ Date _____

INSTRUCTIONS FOR COMPLETING TIMESHEET

1. Students can only be paid for hours actually worked. Federal and State Law prohibit any deviation from this regulation. An unpaid work break is mandatory if the student works more than five consecutive hours; one-half hour is the minimum break allowed.
2. All entries must be made in ink; all changes on the timesheet must be initiated by the supervisor.
3. Certify the student's hours by signing your name in the space provided.
4. A student may work up to an average of twenty hours a week during the academic year unless you are notified otherwise by BMCC's Federal Work Study Coordinator. During certain periods, such as summer vacation, students may work full-time with permission of the college and the supervisor.
5. Supervisors are responsible for making sure the students do not earn more than their FWS awards.
6. Timesheets are for a specific period in accordance with the Schedule of Payroll Periods. There is only one payroll period per sheet. Do not split pay periods.
7. Total hours for the day must not include breaks, lunch or supper periods.
8. If the pay rate changes during the payroll period, an additional timesheet is to be submitted starting with the beginning date of the new payrate.
9. Please ensure that you do not schedule a student to work during their scheduled classes.
10. Timesheets are to be delivered to BMCC's Office of Financial Aid (see above for the college's address) by US mail, by inter-office mail (Room N-340), or by faxing to (212) 220-2368.

A late, improperly completed or illegible timesheet will substantially delay payment.

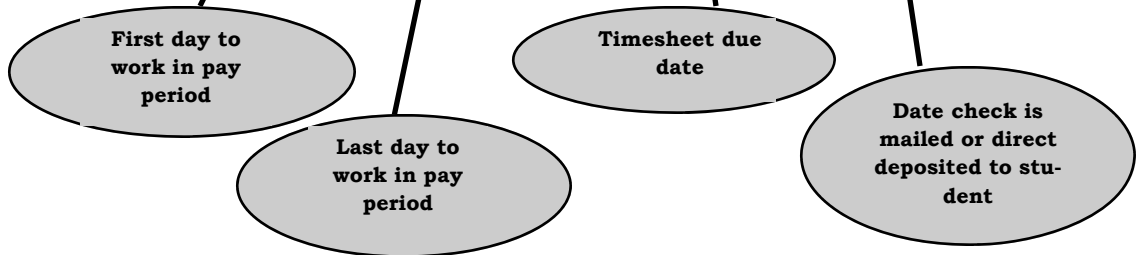
APPENDIX C FWS PAYMENT SCHEDULE

The payment schedule for the current academic year is posted online at:

www.bmcc.cuny.edu/finaid/work/pay-schedule.html

Financial Aid
FEDERAL WORK-STUDY TIMESHEET DEADLINES

ACADEMIC YEAR 2003-2004			
Cycle	Work Period	*Timesheet Deadline	**Distribution Date
010	06-02-03	06-16-03 (Mon)	06-26-03
	06-13-03		
020	06-17-03	06-30-03 (Mon)	07-10-03
	06-27-03		
030	06-28-03	07-14-03 (Mon)	07-24-03
	07-11-03		
040	07-12-03	07-28-03 (Mon)	08-07-03
	07-25-03		
050	07-26-03	08-11-03 (Mon)	08-20-03
	08-08-03		
070	08-09-03	08-25-03 (Mon)	09-04-03
	08-22-03		
080	08-23-03	09-02-03 (Mon)	09-10-03
	08-29-03		
100	09-02-03	09-15-03 (Mon)	09-24-03
	09-12-03		
120	09-13-03	09-29-03 (Mon)	10-08-03
	09-26-03		
140	09-27-03	10-14-03 (Tues)	10-22-03
	10-10-03		
160	10-11-03	10-27-03 (Mon)	11-05-03
	10-24-03		
180	10-25-03	11-10-03 (Mon)	11-19-03





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