College Work-Study Guide for Students
# Table of Contents

- Introduction .............................................................................................................. 3
- What is college work-study? .................................................................................. 3
- The work-study process for supervisors ............................................................... 3
- The work-study application process for students .................................................. 5
- Now that you know how to receive a work-study job, here are some things to keep in mind ............ 7
- How much will you make? ...................................................................................... 8
- How can you become a reading or math tutor? ..................................................... 8
INTRODUCTION

Work-Study is a truly unique form of financial aid that allows students to become involved and develop a feeling of connectedness with their college. According to studies done by Alexander Astin, involvement increases a student’s chances to obtain good grades, remain in college and graduate.

The purpose of this handbook is to make the Work-Study process a smoother more enjoyable experience for everyone.

WHAT IS COLLEGE WORK-STUDY?

The College Work-Study Program is a federally funded source of financial assistance used to offset educational costs. As with other federal aid, a student must first complete and submit a Free Application for Federal Student Aid (FAFSA). Work-Study (WS) is based on financial need, and therefore will not be available for all students. An eligible, full-time student can expect to work up to eight hours a week and will receive a biweekly paycheck based on local market conditions, years employed in the program, and current minimum wages standards.

THE WORK-STUDY PROCESS FOR SUPERVISORS

1. Each Vice President is assigned a number of WS positions to allocate between their departments. Concerns involving the number of WS students assigned to your department should be addressed to your VP prior to August. Once the allocations have been decided they are final.

2. Let the WS Coordinator, located in the Financial Aid Office, know if there are any changes in WS Supervisor, address, phone number, job description, or if your department has any special needs. For example, WS students may be asked to make copies of exams, therefore, you may prefer that students in your major not be assigned to your office.

3. **PLEASE DO NOT TELL A STUDENT YOU ARE HIRING THEM BACK.** Although every effort is made to place returning students in the office they were previously assigned to, it is not always possible. If your office was not assigned the same student(s), it is most likely because the student did not apply for financial aid on time or is no longer eligible for WS. Remember, WS is awarded to only those early financial aid applicants who indicate on their FAFSA that they are interested in WS and meet the eligibility requirements.

4. Please contact the WS Coordinator if your assigned student(s) have not reported to you with their Referral Form in the first two days of the semester. Any no shows will have their WS award cancelled and a new student will be assigned to your office from the WS Waiting List.
5. Fill out the Referral Form. Make two copies, send one copy to the Financial Aid Office and keep the other copy for your records. The student must bring the original completed Referral Form to the Payroll Office, 508 Maytum Hall and be prepared to fill out payroll documents (W2, IT2104, I9, retirement, direct deposit, etc.). **IMPORTANT: If Payroll does not receive the completed Referral Form or the student fails to complete the required payroll documents, your WS student will not be paid. The student and supervisor must also sign and date the Security Responsibility and Confidentiality Agreement Form and send a copy to the Student Payroll Office.

6. Set up a schedule with your WS students. Each student should be scheduled to work eight hours each week. Remember that WS students have financial need and it is important that they earn a consistent paycheck. Earning their award too quickly or not working enough hours may create an unnecessary financial burden. **Please note: When making schedules be cognizant of the student’s class schedule/extracurricular activities and make every effort to work around it. This may not always be convenient; you may need to have overlapping schedules. **It is important to emphasize that it is not the WS Coordinator’s job to resolve scheduling problems. In extreme cases, you must contact the WS Coordinator so that the student can be placed in a more appropriate office, and a new student will be assigned to your office. This will only be an option if there are openings in other departments.

7. Submit completed time sheets to the Payroll Office on time based on the schedule that is provided for you. If you do not submit time sheets on time, your WS students will go without a paycheck for one whole month. If this does occur, payment for that pay period will be included in a subsequent paycheck.

8. Some things to keep in mind:

- Treat students with the same respect that is given to other employees in your office.
- Be a good role model.
- Give students constant feedback throughout the semester.
- If there are issues involving a WS student in your office, such as scheduling problems, attendance, or poor performance of job duties, please make every effort to resolve them internally and to work together for the academic year. You will have the option to request that a student not be reassigned to your department the following academic year.

9. Complete an Evaluation Form for each of your WS students and review it with them. This may be uncomfortable in certain situations, but the feedback can be invaluable to the student. **If you request that a student not be reassigned to your office, please be honest and forthright with the student; do not give him/her the impression that you would like them to work in your office again in the future.
THE WORK-STUDY APPLICATION PROCESS FOR STUDENTS

1. Complete and submit your FAFSA as soon after January 1st as possible for the next academic year. Be sure to indicate that you are interested in the College Work-Study Program on your FAFSA. If you do not answer yes to this question, you will not be packaged with WS. WS is automatically awarded to the first students who apply for financial aid and demonstrate financial need. **There are a limited amount of positions available and it is typical to fill all of the positions by mid to late January.

2. Check your Award Letter to see if you are packaged with WS.
   - If you have been packaged with WS you must go to www.fredonia.edu and accept it (or decline it if you are no longer interested). Failure to do so will result in the cancellation of your WS award.
   - If you have not been packaged with WS and wish to be, you must contact the Financial Aid Office to find out if you are eligible and if so, to be placed on a Waiting List. The Waiting List will be utilized to fill positions that are declined by the students who were packaged with WS.

3. If you are selected for Verification, complete the process as quickly as possible. Because students sometimes make significant errors on their FAFSA, the Department of Education randomly selects students for Verification. Verification is a process in which the Financial Aid Office compares student’s and parent’s Federal Income Tax Returns against the income reported on the FAFSA. To complete Verification, you will have to submit student’s and parent’s signed Federal Tax Returns as well as a Verification Worksheet to the Financial Aid Office. **You will not receive a paycheck until you have done so. If as a result of Verification, you are no longer eligible for WS, it will be cancelled.

4. A Skills Survey will be mailed to you in July if you are awarded WS or on the WS waiting list. This Skills Survey allows you to indicate the skills that you possess as well as which positions you are most interested in. The completed survey will help the WS Coordinator make appropriate WS assignments. Returning WS students will be able to indicate if they want to return to their previous assignment. These requests will be accommodated if at all possible. **Failure to complete and return the Skills Survey to the Financial Aid Office by the due date will result in a cancellation of WS or removal of your name from the Waiting List.

5. You will receive a letter informing you when to report to the Williams Center to pick up your WS Referral Form as well as your required Payroll paperwork (W-4, IT2104, I-9, retirement, direct deposit, etc.). You must be prepared to show proof of identity (drivers license or college ID) AND proof of citizenship (original social security card or birth certificate, passport). Your Referral Form will indicate the department you have been assigned to, your supervisor, and your hourly pay rate. **If you are unable to pick up your Referral Form on the
scheduled date, you must contact the WS Coordinator prior to the scheduled pick up date to make an appointment. If you pick up your Referral Form by appointment, report directly to the Payroll office (Maytum Hall 5th floor) for your Payroll forms. **Failure to pick up your Referral Form on the scheduled date or by appointment will result in a cancellation of your WS award.

6. You must report to your supervisor within the dates indicated on your Referral Form. **Failure to do so will result in a cancellation of your WS award.

7. Your supervisor will fill out a portion of your Referral Form. They will send a copy to the Financial Aid Office and keep a copy for their records. **YOU MUST COMPLETE YOUR PAYROLL PAPERWORK AND PROVIDE THE REQUIRED IDENTITY DOCUMENTS AND RETURN BOTH THE COMPLETED ORIGINAL REFERRAL FORM AND THE COMPLETED PAYROLL PAPERWORK TO THE PAYROLL OFFICE. **If the Payroll Office does not receive your Referral Form and your required Payroll forms, you will not be paid. Students should expect a delay of at least 6 weeks from their start date before the first check is issued. Failure to meet the above paperwork and referral requirements will delay payment further.

8. **ATTENTION RETURNING STUDENTS!! YOU WILL NOT AUTOMATICALLY BE AWARDED WS. It is up to you to apply for financial aid early and to contact the FAO if you are not packaged with WS. Keep in mind that WS is financial aid in the form of a job. Therefore SUPERVISORS DO NOT HAVE THE ABILITY TO “HIRE” YOU BACK. Awarding of WS and placement are both implemented within the Financial Aid Office.
NOW THAT YOU KNOW HOW TO RECEIVE A WORK-STUDY JOB, HERE ARE SOME THINGS TO KEEP IN MIND

• Be sure to set up a work schedule with your supervisor.
• Report to work on time.
• Your supervisor must approve time off.
• It is up to you to keep track of your hours.
• Missed hours can be made up.
• You may not exceed your total awarded amount of WS. Ex. $1440 or $1320.
• Make sure you complete, sign and submit your time sheet to your supervisor promptly at the end of each pay period. If you submit your time sheet late, you will not receive a paycheck for that pay period. Remember that you will be paid biweekly and will therefore go without a paycheck for at least one month if you submit your time sheet late.

• Office attire should be neat and clean. Different departments may have different dress codes; check with your supervisor for details.
• Be courteous and respectful.
• While on duty you should be performing tasks that relate to your position.
• Do your job to the best of your ability. WS students play a major role in the offices on campus, so be professional about your job.
• All personal business and phone calls should be dealt with outside of the office.
• Scheduling conflicts should be resolved within your assigned department. The Financial Aid Office should be consulted only as a last resort. A reassignment will be made if possible.
• If you decide that you no longer wish to be a WS student at any point in the semester, please inform both your supervisor and the WS Coordinator, so that the position can be assigned to someone on the Waiting List. It is essential that an office does not go without a position that they have been allocated.
• All confidential and FERPA (Family Education Rights and Privacy Act) guidelines must be adhered to. Prior to beginning employment, each WS student will be required to sign a Confidentiality Agreement.
**How much will you earn?**

- 1st Year Students: Minimum Wage
- 2nd Year Students: Minimum Wage + $.25
- 3rd Year Students: Minimum Wage + $.50
- 4th Year Students: Minimum Wage + $.75
- Reading Tutors: $8.50
- Math Tutors: $8.50

All rates are subject to change without notice.

Increases are based on WS experience in individual student employment programs at SUNY Fredonia.

The New York State minimum wage increased to $6.00 per hour as of January 1, 2005. It will increase to $6.75 per hour as of January 1, 2006 and to $7.15 per hour as of January 1, 2007.

Any increase in the federal wage, above the state rate, will result in an increase in the state’s minimum wage.

**How can you become a reading or math tutor?**

The “Reading First” program was implemented at Fredonia during the 1997-98 academic year. This program allows students who meet certain WS eligibility and tutor/training criteria to be assigned as tutors to area public school districts. The “Math and Science Partnership Program” was implemented for the 2000-01 academic year. This program allows students with a concentration in mathematics to serve as math tutors in grades K-9.

If you are interested in being a Math or Reading tutor, please contact the Financial Aid office (673-3253) and the Education Department (673-3240) for “Reading First” or the Math Department (673-3246) for the “Math and Science Partnership Program.” If you are not WS eligible, you may still participate in either program on a volunteer basis. **Additional Offices:**

- Admissions Office Phone (716) 673-3251
- Student Accounts Phone (716) 673-3236
- Registrar Phone (716) 673-3171
NOW THAT YOU KNOW ALL ABOUT THE FEDERAL COLLEGE WORK-STUDY PROGRAM, WE LOOK FORWARD TO ASSISTING YOU EVERY STEP OF THE WAY!

The Financial Aid Office
215 Maytum Hall
Fredonia, NY 14063
Phone: (716) 673-3253 Fax: (716) 673-3785
Financial Aid Home Page: www.fredonia.edu/finaid
Email: financial.aid@fredonia.edu

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*As per Federal regulations, SUNY Fredonia is in compliance with the Gramm-Leach-Bliley Act/New FTC Safeguards Rule which requires financial institutions to have a comprehensive written Information Security Program to protect nonpublic personal information retained on customers.