FEDERAL WORK-STUDY SUPERVISOR GUIDE

Congratulations on participating in the Federal Work-Study (FWS) Program at Guttman Community College. Your decision to employ work-study students is invaluable! The FWS Program is designed to provide financial assistance to eligible students through part-time employment. It is the first exposure to workplace culture for many of our students. As a college invested in positioning students for career success, Guttman work-study supervisors play a key role in helping our students learn, grow, and thrive as emerging professionals. It is also an opportunity to mentor and train our students. This document serves a resource for you as a FWS supervisor.

How can I request to hire Federal Work-Study Students?

A completed and signed FWS Student Request/Supervisor Responsibilities Form can be given to the FWS Coordinator in person or sent via email at Jessica.portilla@guttman.cuny.edu. This form is accessible on the N-drive in the Federal Work-Study folder or online at www.guttman.cuny.edu/federalworkstudy. Please note – You must indicate an alternate supervisor on the form and their signature is required for approval.

You must complete a separate form for each job title (office assistant, tutor, lab assistant, etc.) The FWS Student Request will serve as a Job Description and is given to students at the Mandatory FWS Student Placement Orientation. It provides students with the information they need to determine whether they qualify for the job and whether the job is related to their educational or career objectives. It also establishes a record to which all parties can refer.

**Due to the nature of the FWS program, you may not request to hire a specific student(s).**

Per Federal regulation, FWS employment must not displace employees (including those on strike) or impair existing service contracts. Replacement is interpreted as displacement therefore replacing a full-time employee whose position was eliminated (for any reason) with a student employee paid with FWS funds is prohibited.

How does a student receive a Federal Work-Study Award?

- Students must first file a FAFSA for the current academic year and answer Yes to the “Are you interested in being considered for work-study?” question. Students are encouraged to file the FAFSA early to increase their chances of being awarded FWS. (The FAFSA is available in October of the previous year.)
  - FWS is awarded on a first-come-first-served basis.
  - Students must provide additional documents according to their CUNYfirst “To Do List” if needed as a prerequisite to being considered for an FWS award.

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Students must meet Federal and CUNY eligibility criteria including meeting Satisfactory Academic Progress (SAP), maintaining continuous enrollment at least half-time (six credits or more). **Enrollment status is established by the 7th day of the semester.**

- Eligible students are offered the work-study award and must accept the award on their CUNYfirst account prior to being placed in a FWS position.

**The Placement Process:**

Students who have accepted their FWS award on CUNYfirst are required to attend the Mandatory FWS Student Placement Orientation.

- At Orientation, students will be provided with the following:
  - The FWS job listings (from the FWS Student Request Form)
  - The FWS Student Orientation Guide
  - The Federal Work-Study Program Student/Employer Acknowledgement form (the Contract) and other on-boarding paperwork.

Students are instructed to email supervisors to set up interviews and find a FWS position.

- The interview is an opportunity to review the position in further detail with the student, talk about qualifications and review schedules/availability.
  - If you decide to **offer the position to the student**, let them know as soon as possible.
  - If they accept the position, they will ask you to complete the:
    - **The Federal Work-Study Program Student/Employer Acknowledgement form** (the Contract). You must complete the middle SUPERVISOR INFORMATION portion. You must enter contact information for the supervisor and alternate supervisor. **There are no exceptions.**
  - If you decide **not to hire the student**, refer them to the FWS Coordinator for further assistance.
  - Return the Contract **to the student** and the student will submit these documents to the FWS Coordinator via appointment. The FWS Coordinator will meet with the student, intake the documents, and email both the student and supervisors once the student is cleared to start working. The student may begin working the agreed upon work schedule after this date.

**IMPORTANT:** Students must not start their work-study placement until they receive written clearance from the FWS Coordinator via email. **Federal Work-Study will not pay for hours worked prior to receiving clearance from the FWS Coordinator. If you allow a student to work before they are cleared, you are responsible and required to pay the student out of your departmental budget.**

**The Federal Work Study Acknowledgement (the Contract):**

The FWS Student/Employer Acknowledgement is a formal **contract** between the supervisor and the student. It indicates the FWS award amount, the maximum hours the student may work per week and the start and end dates of the placement.

- Students must submit a completed Student/Employer Acknowledgement and the appropriate tax forms to the FWS Coordinator **before** they may begin work.
New Student/Employer Acknowledgements are issued each academic year.
You keep the YELLOW copy, the student keeps the PINK copy and the FWS Coordinator keeps the WHITE copy.

IMPORTANT: Students will not be placed on the payroll until they have submitted the signed Student/ Acknowledgement form and additional documents to the FWS Coordinator by appointment only.

IMPORTANT: Students can work until the last day of the semester, as indicated on the Contract or until the day the amount of the award is exhausted, whichever comes first.

IMPORTANT: Students are permitted to work for a maximum of 15 hours per week during the semester. During vacation periods and intersession, students may work up to 20 hours per week. Students may hold only one (1) position at a time.

The Student’s Federal Work-Study Award:
- The FWS award for the academic year is indicated on the signed Contract.
- The FWS award is the maximum amount a student may earn in an academic year;
- It is determined based on the student’s financial aid eligibility and availability of funds.
- An increase to the student’s award cannot be guaranteed.
- If a student does not earn the entire FWS award before the end of the academic year, the unearned portion of the FWS award is returned to the FWS program; these funds cannot be rolled over to the next academic year.

IMPORTANT: Students will not be paid from FWS funds for hours worked in excess of their award.

Supervisor Responsibilities and General Information:
- You are responsible to supervise and train FWS employees. Students must be appropriately supervised at ALL times.
- You must discuss attendance and office policies with the FWS employee.
- You must ensure FWS student employees are not sent off-campus on personal errands on your behalf (i.e. to buy coffee, etc.).
- FWS employees must not do any heavy lifting, handle dangerous equipment or hazardous materials and they must not do any janitorial duties.
- Federal regulations state that students are NOT permitted to work during scheduled classes unless the student can provide a written note form the faculty member that his/her class is not being held on that day. The written note must be attached to their timesheet.
- It is recommended that you obtain the student’s class schedule.
- You are responsible for monitoring your student’s earnings. Any payment of excess earnings is the responsibility of the department, office or work site which permitted the FWS student employee to work:
  o Prior to the official FWS placement or prior to the official start date on the Contract
  o If a student's enrollment falls below 6 credits or ceased to be enrolled

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After the work-study award was exhausted
After the last date of the session/semester for which the student is enrolled

- Notify the FWS Coordinator if your student chooses not to continue working with the program or if the student stops working in the middle of the semester, especially if the supervisor cannot get in contact with the student.
- If the placement proves unsuccessful, students must be referred back to FWS Coordinator for reassignment.

**Timesheets:**

- Timesheets are processed on a biweekly basis. You may refer to the Payroll Calendar, which is located on the N-drive in the *Federal Work-Study* folder or online at [www.guttman.cuny.edu/federalworkstudy](http://www.guttman.cuny.edu/federalworkstudy). We suggest putting a reminder on your calendar for timesheet submission deadlines.
- Late or incorrectly completed timesheets may delay payment.
- A written explanation must accompany any late timesheets.
- You are responsible for the timely completion and submission of timesheets.
- You must have a method for students to sign in and sign out in order to track hours worked.
- You must keep all copies of timekeeping records for seven years for audit compliance.

**IMPORTANT:** Students who work more than five consecutive hours must take an unpaid half hour break. For example, a student who worked from 9 am to 4 pm must take a half hour break and report 6.5 hours worked.

**Confidentiality Agreement:**

- You are expected to keep student records as secure as possible. FWS students should have limited and supervised access to student records. FWS students must be supervised at all times. See the Confidentiality Agreement.
- The Confidentiality Agreement is located on the N-drive in the *Federal Work-Study* folder.
- Student employees sign the Confidentiality Agreement below at Orientation.

I acknowledge that I have read all of the FWS program requirements above and understand my responsibilities as a Federal Work Study Supervisor at Guttman Community College.

_________________________  _______________________________  ______________________
Supervisor Name      Supervisor Signature        Date

_________________________  _______________________________  ______________________
Alternate Supervisor Name                Alternate Supervisor Signature        Date

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