



**Pay Rate**  
Undergrad: \$15.00  
Grad: \$16.00

Office of Financial Aid Services

## FALL 2018-SPRING 2019

The 2<sup>nd</sup> page of this form must be completed in  
order to request or hire federal work study employees

### REQUEST FOR FEDERAL WORK-STUDY STUDENTS

Office/ Department: \_\_\_\_\_

Building & Room: \_\_\_\_\_

Term: Fall & Spring \_\_\_\_\_

FWS Supervisor: \_\_\_\_\_ Department Chair: \_\_\_\_\_

Supervisor Phone: \_\_\_\_\_ Supervisor QC \_\_\_\_\_  
Email: \_\_\_\_\_

#### JOB SPECIFICS:

Position: Student Aide Number of Students Requesting: \_\_\_\_\_

Job Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Hours Needed: \_\_\_\_\_

Start Date: 08/27/18 End Date: 5/22/19

Min. Hours/wk: \_\_\_\_\_ Max. Hours/wk: \_\_\_\_\_

Weekend Hours: \_\_\_\_\_ Evening Hours: \_\_\_\_\_

**PLEASE LIST ALL STUDENTS' NAMES (WITH THEIR CUNY ID#) THAT YOU  
WOULD LIKE ASSIGNED TO YOUR OFFICE (BASED ON FINANCIAL AID  
ELIGIBILITY):**

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Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Chairperson/Director Signature Date \_\_\_\_\_

Office/Department \_\_\_\_\_ Telephone # \_\_\_\_\_

E-mail Address \_\_\_\_\_

Primary FWS Supervisor

Alternate FWS Supervisor

### Statement of Federal Work-Study (FWS) Supervisor's Responsibilities

- This form must be returned to the Office of Financial Aid prior to hiring FWS employees. Students may not begin working as a FWS employee until the FWS Student/Employer Acknowledgement form, Form I-9 and supporting documents are returned and completed for the current placement period and the NYS Department of Labor Form was issued indicating the start date. \*Time sheets will not be accepted for students who were not officially approved to start work.
- FWS supervisors are responsible for the direct supervision and training of FWS student employees. Students may not begin working until all FWS placement forms, including the FWS Student/Employer Acknowledgement form is returned to the Office of Financial Aid-Jefferson Hall-202B. FWS employees should not be given keys to the office. Federal regulations state that FWS students are not permitted to work during the time they are scheduled for classes. Obtain a printed copy of each student's class schedule for your records. At the time of hire, supervisors must establish a work schedule for the student which does not conflict with their class schedule on CUNYfirst.
- I am responsible for monitoring student's earnings ,and any excess earnings is the responsibility of the department, this includes:
  - If student's enrollment status is below 6 credits
  - After the work-study award was earned prior to last day of the semester
  - After program termination date
- The FWS Program does not pay for sick days, breaks, lunch and/or vacations. I must submit an official statement to the FWS Payroll Assistant at the beginning of the academic year if my job site will be open on legal holidays or when the College is scheduled to be closed. FWS students cannot work days, evenings, weekends or holidays if the supervisor or designated alternate supervisor (college employee) will not be present. The supervisor must attach a memo to any time sheet to confirm work done when the college is officially closed.
- Each time sheet must be checked to ensure all information is accurate and legible. It is my responsibility to monitor each student's time and duties. Supervisors and/or other staff members are not to ask FWS students to do personal errands. The supervisor will be liable if the student is injured performing the personal errand.
- I understand time sheets must be submitted promptly to ensure payment to student.
- I know the pre-signing of a time sheet is prohibited as per the federal regulations.
- I will provide the FWS employee with a copy of the time sheet each pay period.
- I understand that I must keep all copies of time sheets for five years for audit compliance.

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Date	Print Name	Supervisor's Signature
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Date	Print Name	Supervisor's Signature
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Date	Print Name	Signature: Chairperson, Director, or Divisional Head
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