

# Student Financial Services

**Welcome**

## FEDERAL WORK-STUDY SUPERVISOR ORIENTATION

# Federal Work-Study Overview

- The Federal Work-Study (FWS) Program offers students an opportunity to earn money by working part-time and gaining valuable work experience.
- Federal Work-Study is a grant which allows students to earn by working on-campus or off-campus.
- Federal Work-Study is similar to the Pell, TAP, SEOG, it does not have to be repaid.
- The tentative available date for the FAFSA is October 1<sup>st</sup>. Students must complete a new FAFSA by April of every year, in order to receive FWS funds and to continue working again each academic year.
- FWS earnings/income must be reported on the FAFSA application whether a student files a tax return or not.

## FWS Award Criteria:



- Must have 2024-2025 FAFSA on file
- Registered 6 credits or more in session 1
- Meets Satisfactory Academic Progress
- Demonstrates financial need

# FWS Supervisor Role and Expectations:

- Remember for many students, this is their first job and they will need your coaching.
- An initial introduction and training of your department is imperative to the success of the program.
- Provide students with an enriching work experience with the ability to develop skills.
- Establish a consistent but flexible work schedule to accommodate extracurricular activities and their academic schedule.
- Continuous training, coaching and suggestions for improvement are encouraged throughout the employment period.
- Designate an alternate supervisor to manage work-study students and to sign and approve FWS forms and timesheets.
- Supervisors should be aware and adhere to college's sexual harassment and disability policy.

# FWS Pay Rates for 2024-2025:

- The pay rate is \$16.00 per hour for on-campus positions.
- The pay rate is \$18.00 per hour for off-campus positions.
- Public Service Corps (PSC) pay rate varies based on student's academic level.



# Avoid Paying Students with Funds from your Department:

- Allow students 15–30 minutes intervals between class and time to report to work.
- Have your FWS students complete the paper sign-in sheet available online in order to make sure the online timesheet is accurate before you approve it.
- **Students will not be paid by FWS funds if they work over their award, thus students must be paid out of your departmental budget per CUNY guidelines.**
- Terminate students who have exhausted their award for the semester.
- Students who withdraw completely from their courses, must stop working immediately.
- Keep copy of records on file for up to seven years after student's last date of attendance for auditing purposes.

# FWS Regulations:

- Students must take a **mandatory** 30 minute (unpaid) break after six consecutive hours of work.
- Students may not work during scheduled class time.
- Students may **not** work during the break in between the Fall and Spring semesters, however students may work during the break in between session I & II.
- Students may work during the holidays if the college/department is open for business.
- Federal Work-Study students cannot proctor exams.
- Students can begin working only after they receive an email authorization from SFS-FWS office.
- Students must be supervised at all times. Designate a full-time alternate supervisor in the event that the primary supervisor is out of the office.
- College staff that are under the following budgets/titles cannot be supervisors, therefore cannot be listed on the contract and/or approve timesheets for FWS students:
  - Research Foundation
  - College Assistants
  - College Association

# Important steps to take before submitting/approving the online timesheet:

1. Print the paper sign-in sheet available online at the start of each pay period.
2. Students must enter the start and end times on each day they work on the paper sign-in sheet.
3. Transfer the information from the paper sign-in sheet to the online timesheet.
4. Students must submit the paper sign-in sheet to their supervisor by Friday before each timesheet due date.
5. Students must submit the online timesheet for approval by the student's submission due date, refer to the Payroll Schedule for due dates.
6. Supervisors must check the paper sign-in sheet against the online timesheet for accuracy before approving it.
7. Discrepancies found on the timesheets will result in delayed payment.



# CUNY Computer Resource and Equal Opportunity & Non-Discrimination Policy:

- Students may not access a CUNY Computer Resource without authorization or use it for purposes beyond the scope of authorization within or outside of CUNY. CUNY Computer Resources may not be used for any purpose or in any manner that violates CUNY rules, regulations or policies, or federal, state or local law. For more information, please visit [CUNY Computer Use Policy: - Accessible](#)
- Students can view the Equal Opportunity and Non-Discrimination Policy on the college website at [https://www.laguardia.edu/uploadedFiles/Main\\_Site/Content/Departments/Legal\\_Affairs\\_Compliance\\_and\\_Diversity/Docs/CUNY-Policy-Equal-Opportunity-and-Non-Discrimination.pdf](https://www.laguardia.edu/uploadedFiles/Main_Site/Content/Departments/Legal_Affairs_Compliance_and_Diversity/Docs/CUNY-Policy-Equal-Opportunity-and-Non-Discrimination.pdf)

# Questions???

Questions and Inquiries should be sent to:

[FWSJOBS@lagcc.cuny.edu](mailto:FWSJOBS@lagcc.cuny.edu)

Or visit Student Financial Services in C-107