



Summer 20\_\_

Fall 20\_\_

Spring 20\_\_

# Federal Work-Study

## ON-CAMPUS FWS STUDENT REQUEST FORM

**Office Use Only:**  
Business Unit / Department Code  
BKL01 /

Pay Rate:  
Undergraduate: 13.00  
Graduate: 14.00

The reverse side of this form must be completed in order to submit a request to hire FWS employees.

*\* Please use a separate form for each job description (Office Assistant, Lab Assistant, etc.)*

**NOTE: Submission of this form does not guarantee positions will be filled**

### Type information:

Department/Office \_\_\_\_\_ Telephone \_\_\_\_\_ x \_\_\_\_\_

Location \_\_\_\_\_ Best time to call \_\_\_\_\_

FWS Supervisor(s) \_\_\_\_\_

FWS Student Employee Job Title: \_\_\_\_\_ Number of Jobs: \_\_\_\_\_

Specific Responsibilities:

Special Skills Required:

Training provided by supervisor to FWS employees:

Specify Hours Coverage is Needed:

Period	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
SUMMER							
FALL							
SPRING							

TOTAL HOURS PER WEEK: SUMMER NOT TO EXCEED 25 HOURS; FALL+SPRING NOT TO EXCEED 20 HOURS; MINIMUM IS 6 HOURS

MAXIMUM:  
SUMMER: \_\_\_\_\_ FALL/SPRING: \_\_\_\_\_

MINIMUM:  
SUMMER: \_\_\_\_\_ FALL/SPRING: \_\_\_\_\_

ADDITIONAL COMMENTS:

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 Acknowledgements form, Form I-9 and supporting documents are returned 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. Refer to the NYS Labor Form for approved start date. Supervisor must call (718) 951-5178 or 5816 to schedule an appointment to have the digital time sheet template delivered by e-mail/installed after the student is officially hired. Only 1 template is needed for the academic year.
- 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 Federal Work-Study Office in room 308 West Quad Center. 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. Students enrolled in a hybrid/online class must submit proof to their FWS supervisor at the time of job placement. Attach a copy of the official letter from the professor to each time sheet submitted for processing.
- I have reviewed the FWS Payroll Calendar plus the digital timesheet, and agree to adhere to the procedures.
- I am responsible for monitoring student's earnings and any payment of any excess earnings is the responsibility of the department, office or work site which permitted the FWS student employee to work:
  - Prior to official FWS placement (see above)\*
  - 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 that if I am going to discontinue my position as a FWS program supervisor, I must inform the FWS office that I will no longer be able to supervise FWS students. Additionally, I must print and sign off on the timesheets for all students who worked under my supervision prior to my last day at the position.
- 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.

\_\_\_\_\_  
Date                      Print Name                      Supervisor's Signature

\_\_\_\_\_  
Date                      Print Name                      Supervisor's Signature

\_\_\_\_\_  
Date                      Print Name                      Signature: Chairperson, Director, or Divisional Head