

SUNY Downstate Medical Center
Office of Student Financial Aid
450 Clarkson Avenue, Room 1-114, Box 110
Brooklyn, NY 11203
(718) 270-2488

COLLEGE WORK-STUDY AT-A GLANCE for Supervisors

Hiring a student employee through College Work-Study is really quite simple. To get the process started, all you have to do is:

- Complete a College Work-Study Employment Request Form

It's that easy. We will post your job in the Office of Financial Aid for students to review. The student will contact you directly about your job. YOU make the decision about the student that you hire.

To hire a student, the student must:

- Have filed a Free Application for Federal Student Aid (FAFSA);
- Be eligible for Federal College Work-Study and have a completed financial aid file;
- Complete a College Work-Study Application Packet with the Office of Financial Aid (which can be picked-up in the Office of Financial Aid).

Once hired, the student submits a timesheet every two weeks following a schedule furnished by the Office of Payroll. We ask that the supervisors:

- Are aware of the student's class schedule to ensure that students are not working during their normally scheduled class times unless the class has been cancelled.
- Carefully review each timesheet for accuracy. Verify that the student worked the number of hours for which he or she wishes to be compensated. Your signature on the timesheet indicates you have verified the hours worked. It is the responsibility of both the student and supervisor to make a copy of the time sheet before handing it in to the financial aid office. Please keep a copy on file in case of dispute.
- Be responsible for submitting the student's timesheet to the Office of Financial Aid on time.
- Students may not work more than 20 hours per week when classes are in session (40 hours a week when classes are not in session). Students must not exceed their College Work-Study award and will not be paid for hours worked that exceed their awards. Your department will then be responsible for paying the student any amount over their award. It does not benefit anyone if a student exceeds his/her allocated award.
- Ensure that students stop working immediately once you have been informed that the student is no longer eligible to work.

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- Be aware that students scheduled to graduate at the end of a summer, fall or spring semester may not work past the last day of classes as indicated by the Office of the Registrar's calendar.

We look forward to working with you throughout the year. Please call us at x 2488 if you have any questions.