

SUNY Downstate Medical Center  
Office of 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 supervisor:

- 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.
- Be responsible for submitting the student's timesheet to the Office of Financial Aid;
- Remind the student that they cannot go over their College Work-Study award. If they do, the College Work-Study program will not pay them. The Department will then be responsible for paying the student any amount over their award. It does not benefit anyone for a student to go over his or her award amount.
- **Insure that students stop working immediately once they are informed that the student is no longer eligible to work.**

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