Information for Students Regarding the Federal Work-Study Program

Students requesting or receiving Federal Work-Study (FWS) as part of their financial aid package should be aware of the following:

- **You must complete the FAFSA application.**
- **You must be enrolled for 6 credits or more**
- Federal Work-Study funds are part of your total aid package for the entire academic year. Funds earned during the summer are attributed to your fall and spring semester to meet your budgetary needs.
- The fiscal year for the Federal Work-Study Program is from July 1 – June 30 of each academic year. *Students entering their first academic year in June 2017 (summer semester) may not begin work until July 1.*
- If you are scheduled to graduate at the end of the semester, you may not work past your last day of classes as scheduled by the Registrar office.
- Students seeking FWS employment should consult the list of job opportunities posted in the office of Student Financial Aid. In order to begin employment, students must submit the following documents to the Office of Financial Aid prior to having their time sheets processed:
  1. W-4 withholding form
  2. I-9 form
  3. Federal Work-Study Employment Interview Form;
  4. Direct Deposit Form
  5. Federal Work Study Payroll Rights and Responsibility Form
- **Students may not work during scheduled class times unless the class has been cancelled.**
- Students may work no more than 20 hours per week when classes are in session (40 hours a week when classes are not in session). The Financial Aid office cannot guarantee payment for the hours you work that exceed your work-study allotment.
- Students can be paid only for hours actually worked. Federal law prohibits any deviation from this regulation.
• Students who are on Financial Aid Satisfactory Academic Progress denial cannot participate in the federal work-study program.

• As of March 3, 2017, time sheets are to be submitted electronically via SUNY Secure login. You will need your SUNY Id# / NETID username and password for the SUNY Secure login. Your supervisor must approve your time electronically. Please keep a record of your time sheets.

• Times sheets must be submitted two days after the close of the two-week pay period.

• There are New York State and Federal fiscal deadlines for each academic year, which apply to the Work Study payroll and do not necessarily, apply to other payrolls.

• Checks will be available for pick up at the Bursar's Office on Thursday according to the payroll schedule.

• Direct Deposit is recommended but not mandatory for all participants in the Federal College Work-Study Program.

• Paychecks and direct deposit notices that have not been picked up after 30 days will be returned to the Payroll office. If you cannot pick up your check in person, you may request that it be mailed to you. Paychecks returned to our office because of an incorrect mailing address will returned to the Payroll Office.