

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 the attached College Work-Study Employment Request Form
- Students can work from July 1st 2018-June 30th 2019.

Once submitted to financialaid@downstate.edu, we will post your job in the Office of Financial Aid and on the SUNY Downstate financial aid webpage 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.
- 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. It is the responsibility of both the student and the supervisor to make a copy of the time sheet before handing it in to the financial aid office. Please keep the copy on file in case of dispute.
- 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.

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College Work-Study - Employment Request Form

Job Title:

Department:

Supervisor's Name:

Email Address:

Location:

Phone Ext:

Period of Employment:

From:

To:

Degree Requirement:

Job Description: A resume is is not required.

Number of Students Needed:

Number of Hours Per Week:

PLEASE NOTE: Maximum hours per week is 20 while school is in session and 40 during school breaks.