



*Office of Financial Services*

*Federal Work Study Program  
Quick Reference for Supervisors*

York College

The City University of New York

(revised 5/12)

1. **The 20 Hour Policy**

In order to allow student employees a proper balance of academics and work/life, it is the policy of York College that student employees work no more than 20 hours per week. **There are no exceptions.**

2. **Laws Regarding Fair Labor Practice**

New York State Law requires that all supervisors give students a thirty (30) minute break after they have worked five (5) consecutive hours in a day. These breaks are not paid. Each student who works more than five hours must indicate that a thirty (30) minute break was taken on their sign in sheet with the supervisor.

3. **Student Employment Labor Practices**

Student employees are expected to contact their direct supervisor to report tardiness or absence. Student employees are not paid for time not worked. Students do not receive paid vacation days, sick days, personal days, holidays, or benefits. If a student is not working during the scheduled time, they must indicate breaks in supervisor's sign in sheet. Students do not get paid for breaks or lunches. All time off should be discussed in advance and approved by the supervisor. For the purpose of State Unemployment Insurance student employment status is temporary, does not contain any provisions for fringe benefits, holiday pay, and is contingent upon available funds. Student employees do not qualify for unemployment insurance.

4. **Student Employee Salary**

The rate of pay for a student employee working on campus is \$8.00 per hour for freshmen and sophomores. Juniors and seniors will be paid \$8.50 per hour. Employees will be paid in accordance with Federal Work Study payroll calendar which is usually bi-weekly. Off -Campus employment rates are different from On-campus employees. The general range is from \$7.50 (or min. wage) - \$10.00 per hour and payment are made every two weeks.

5. **Changes in Pay Rate**

Pay increases, other than mandated by minimum wage increases, must be implemented at the initial hiring each summer or fall semester.

6. **Timesheet Completion and Payroll Processing**

- A. Agency code and Location code – this information is on the contract. Please fill it in.
- B. Leave this area blank. I put my check items in this area.
- C. Pay Period From - These dates must be a pay cycle. Check the FWS Payroll Calendar whenever submitting each timesheet.
- D. Dept, location, supervisor's name- Please fill this in so that any and all inquiries can be taken care of immediately.
- E. Pay Rate- information on the contract.
- F. Student's Name- Must be filled in.
- G. SS#- Please put the entire social security number.
- H. Total Hours worked - Only put the Total hours for each day.
- I. Supervisor's Signature & Date - Only either one of the two signers on the contract.

Timesheets must indicate the **Total hours worked each day** not a sign in and out log. For example:

Date	Sat	Sun	Mon	Tues	Wed.	Thurs	Fri.	Total Hours
	3		2	5	2	3	2	17
			5.3	2	2	3	2	14.3
<b>Total Hours this Pay Period</b>								<b>31.3</b>

Equals to 5 hrs and 15 mins.

Please Note: FWS employees are hourly employees and when paying timesheets only 15 mins = .3; 30 mins = .5 and 45 = .8 is acceptable times. Please do not put 10 mins, 25 mins etc.

7. **Students cannot request timesheets.** Timesheets should only be requested by emailing or calling FWS coordinator, Cheryl Morrison [x5326/cmorrison@york.cuny.edu](mailto:x5326/cmorrison@york.cuny.edu) - ext. 5326. It is suggested that only the white copy of the timesheet be hand delivered in a sealed envelope to 1M08. The other two copies should be kept by the supervisor (yellow) and student (pink) for your records. ANY and ALL changes or corrections to the timesheet MUST BE initialed by the supervisor.

a) **Recording Hours Worked**

Once a work assignment has been established, a student employee should begin to keep track of time they have remaining. Inquiries regarding remaining time will be directed to supervisors. They are responsible for insuring that students do not work more than their FWS award. Hours allotted on a contract must be monitored. Either a written notification and or phone call will be sent by coordinator when time is almost exhausted. CUNY Central will send emails after each pay cycle indicating remaining time.

8. **Supervisor Responsibility**

The supervisor is responsible for approving timesheets by Timesheet Due date listed on FWS Payroll Calendar. It is the supervisor's responsibility to submit the timesheet to 1M08 to be paid on the assigned times. Any timesheet submitted after the due date is considered LATE. Student employees should be notified by their supervisor that they may not receive the expected paycheck due to lateness and inform the student when they may expect the check.

## THE CITY UNIVERSITY OF NEW YORK FEDERAL WORK-STUDY TIMESHEET

Top - FAO  
Middle - Supervisor  
Bottom - Student

Please read instructions on the back before filling out this form.

Agency Code: <input style="width: 40px; height: 20px;" type="text"/> (A)	Return completed timesheet to: <input style="width: 80%; height: 40px;" type="text"/> (B)
Location Code: <input style="width: 40px; height: 20px;" type="text"/>	

Pay Period From (C)	Agency Name/College Dept.	\$ (E) Pay Rate Per Hour
Work Location (D)	Work Address (if different from work location)	
Supervisor's Name (PLEASE PRINT)	Work Telephone Number	

Student's Name: (PLEASE PRINT) Last (F) First SS#:  (G)

### Total Hours Worked Per Day

	Date	Sat.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Total Hours
Week 1 begins on:					(H)				
Week 2 begins on:									
Total Hours Per Pay Period:									

(I) \_\_\_\_\_ Date \_\_\_\_\_

**Supervisor's Signature** **Date**

### INSTRUCTIONS FOR COMPLETING TIMESHEET

1. Students can only be paid for hours actually worked. Federal and State Law prohibit any deviation from this regulation. An unpaid work break is mandatory if the student works more than five consecutive hours; one-half hour is the minimum break allowed.
2. All entries must be made in ink; all changes on the timesheet must be initialed by the supervisor.
3. Certify the student's hours by signing your name in the space provided.
4. A student may work up to an average of twenty hours a week during the academic year unless you are notified otherwise by the Federal Work Study Coordinator. During certain periods, such as summer vacation, students may work full-time with permission of the college and the supervisor.
5. **Supervisors are responsible for making sure the students do not earn more than their FWS awards.**
6. Timesheets are for a specific period in accordance with the Schedule of Payroll Periods. There is only one payroll period per sheet. Do not split pay periods.
7. Total hours for the day must not include breaks, lunch or supper periods.
8. If the pay rate changes during the payroll period, an additional timesheet is to be submitted starting with the beginning date of the new payrate.
9. **Please ensure that you do not schedule a student to work during their scheduled classes.**
10. **Completed time sheets must be mailed or faxed. They may not be returned in person by the student.**

*A late, improperly completed or illegible timesheet will substantially delay payment.*

## 9. Job Transfer

If a student employee wishes to transfer to another job location on campus, FWS coordinator must be notified by the previous department that the student is no longer working in that department. The reason for termination must be given in writing from BOTH student and supervisor. All outstanding timesheets must be paid before a new contract will be issued. Once the student secures a new position on campus, the hiring supervisor must complete a new contract to hire the student.

## 10. Resignation

If a student employee leaves his or her position for reasons not dictated by the supervisor, the supervisor should notify the FWS coordinator. The supervisor should send e-mail communication to Federal Work Study Coordinator to confirm that the student has resigned or otherwise left employment within the department. This communication should include the last date worked and the reason for leaving the position. This documentation will remain with the student's personnel file so that a work history/performance can be established.

## 11. Depletion of Work-Study Funds

If a student has earned the entire work-study award before the end of the school year, his/her work-study position ends and the student is removed from payroll. A supervisor may choose to rehire that student as a college-funded employee providing there are adequate funds in their department budget. In order to activate a non-work study position, the supervisor must contact someone in Human Resources.

## 12. Remaining Work-Study Funds

Work study funds may be used during the academic year ONLY – Summer through Spring. These funds CAN also be used during the school breaks. **In order for a student to work during the school break, he/she MUST be registered for 6 or more credits in the SPRING Semester and the supervisor MUST submit proof of registration with the first break timecard.**

## 13. Job Descriptions

Supervisors must have job descriptions for jobs within their area. Students are neither paid according to knowledge nor major but grade level. Job descriptions can and should be updated in the Summer and then in the Fall/Spring by submitting a revised document to the FWS Coordinator.

**14. Requesting Employment for the Summer, Fall/Spring**

During the beginning of the Summer and then again in the Fall semester, supervisors will receive by email a request for Student Employment. At this time, the supervisor may make any changes to the job description(s), request the number of work-study or college-funded students they need for the academic year, and return the form to the FWS Coordinator in AC-1M08.

**15. Requesting Additional Help**

If a department finds itself in need of additional or replacement student employees at any time during the year, the supervisor should contact the FWS Coordinator and arrange for the vacancy to be known. This procedure can be done year round.

*Please note: Advertisements for student employment NOT placed before each Student Orientation will significantly receive fewer applicants. Requests for help submitted late are difficult to fill.*

**16. Interview/Hiring Process**

It is expected that a supervisor interview all potential candidates. If you would like to hire a student, sign the contract (**2 supervisor signatures are required**) and have the student return to see me with the signed contract, completed I-9 and original IDs. You must receive and the written authorization summarizing eligibility to confirm that your student has submitted all documents and can start working.

**17. Supervisor's Responsibility**

It is the supervisor's role to ensure that the employment experience is educationally enhancing to the student. A Federal Work study position must provide a real world work experience, even when it is not directly related to a student's career goal. Student will have an opportunity to learn basic work ethics and skills essential to any work environment. Remember for some students this is his or her first work environment. It is important for the student to learn how an employee should perform in a work environment.

**18. All FWS Supervisors should know:**

1. Federal Work Study students CANNOT be supervised by another student.
2. FWS students cannot replace regular full time employees
3. FWS students cannot work without the supervisor being present. For example, a student cannot work evenings or weekends if the supervisor will not be there.
4. Request submitted for FWS students for your department is not a guarantee that you will have a student worker(s).

5. 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 while performing the personal errand(s) under any circumstances.
6. FWS students who work on campus are not covered by Worker's Compensation.
7. If a FWS student stops coming to work, the supervisor should contact the FWS Coordinator immediately.
8. You must give the student a copy of the Job Request form and discuss its contents with the student.
9. If the placement is unsatisfactory to the student or the supervisor-they both should try to resolve their differences prior to a formal termination or further action. If all discussion fails, a notice in writing should be given by both parties. Individual cases should be referred to the FWS Coordinator. Usually another position can be found that fits the student's interest and skills.
10. Grievances should be worked out, whenever possible between the student and the supervisor. The Financial Aid Office must be apprised of all grievances that cannot be resolved. There is an arbitration process that is available. Contact the FWS Coordinator for more information.
11. Supervisors are required to keep detailed daily/weekly records of the student's attendance and hours worked per day. Time sheets and the daily record of attendance and hours worked must be retained by the supervisor.
12. Supervisors must make sure that they have and FWS Coordinator has a FWS contract with 2 signatures. An I-9 form and documents must be on file for each student employee before they start working. Students are not permitted to work without these forms on file in the Financial Aid Office.
13. Supervisors must not sign any timesheet in advance. Signing and dating the timesheet is your certification/affirmation that the students has worked and earned their FWS award. Signing the time sheet is your certification/affirmation that the student has worked and earned their FWS award. Signing time sheets in advance is prohibited. According to the federal regulations it is an act of fraud that could have severe consequences to the student, the supervisor, and the university.
14. Supervisors are responsible to make sure that all time sheets are kept in a secure place. Students are not to have access to timesheets. Failure to keep the timesheets in a secure place can lead the student to commit fraud. This opportunity should not be given for any student to increase their hours or to sign the supervisor's name on the timesheet. The student is liable to return any monies that they did not earn. It will be reported to the federal government as an overpayment therefore, the student will not be eligible to receive federal financial aid from any source until the overpayment is paid in full.
15. Every student must maintain 6 or more credits to work.

If at any time you find that you have questions that are not answered in the handbook please contact the Federal Work Study Coordinator, Ms. Cheryl Morrison, 718-262-5326 or [cmorrison@york.cuny.edu](mailto:cmorrison@york.cuny.edu).