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A WORD FROM THE DIRECTOR

To the D’Youville College Community:

The objective of this handbook is to provide information to students and supervisors regarding the Federal Work-Study (FWS) and Student Employment Programs (SEP) administered by the Financial Aid Office and Connections Office, respectively, at D’Youville College. For the purpose of this handbook, both the Federal Work-Study and Student Employment Programs will be referred to as FWS. Each student must contact the appropriate coordinator with his/her concerns. The names of the coordinators are listed on the next page with their office locations and phone numbers.

Students and supervisors should know the procedures of the program concerning student eligibility, selection, placement and general responsibilities of the student and supervisor.

Please contact the Financial Aid Office at D’Youville College with any questions regarding this and any of the financial aid programs at the college.

Sincerely,
Lorraine A. Metz
Director of Financial Aid
D’Youville College
COORDINATORS

The FWS coordinator is: Stephanie Atti

All other Financial Aid is assigned to counselors, alphabetically, as follows:

<table>
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<tr>
<th>Alphabet</th>
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<tr>
<td>A-E</td>
<td>Melody McMillan</td>
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<tr>
<td>F-K</td>
<td>Sharon Ross</td>
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<tr>
<td>L-R</td>
<td>Sean Hudson</td>
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<tr>
<td>S-Z</td>
<td>Susan Barber</td>
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</table>

All Advance and HEOP Students:
Stephanie Atti

Financial Aid Office
Koessler Administration Building
Room 213
716-829-7500

The SEP coordinator is:

Jeffrey Platt
Assistant V.P. for Student Affairs
Connections Office
Academic Center
Room 101
716-829-7766
INTRODUCTION

The Federal Work-Study Program (FWS) provides jobs for undergraduate and graduate students with financial need, allowing them to work on and off campus to earn money to help pay educational expenses. In order to participate in the FWS program, students must have, on file with the Financial Aid Office, the 2007-2008 Free Application for Federal Student Aid (FAFSA). FWS is one of the campus-based aid programs in which D’Youville College participates. Financial aid programs are administered through the college’s Financial Aid Office, and generate over $21 million of aid to D’Youville students annually. FWS was authorized by the Higher Education Act of 1965 and was amended in subsequent federal legislation. It is one of the most effective programs of assistance to students, providing part-time employment on campus during the academic year, and both full-time and part-time employment during the summer.

FWS at D’Youville College consists of a federally funded program and a college-funded program. The Financial Aid Office administers the federal program in accordance with federal guidelines. Students with specific work skills who do not qualify for the Federal Work-Study Program may be employed under the college-funded Student Employment Program (SEP). The primary purpose of FWS is to provide financial aid to college students through work. FWS and SEP are not only employment programs, but also a financial aid program with specific guidelines and regulations. The fact that the college benefits from this program is secondary to the financial aid and work experience received by the student.

As a Federal Work-Study student aide, one is in a unique position. It is both a challenge and an opportunity. Student interest and attitude reflect the interest and attitude of the college. Personal and confidential material will be involved. The college knows that the student will respect this confidentiality and students are required to sign a confidentiality agreement. It is extremely important that all those involved realize that their responsibilities extend to the federal government. If regulations are not followed and documentation is not retained, the aforementioned are placing in jeopardy the Federal Work-Study Program and all funding related to it. The cooperation of all concerned is vital to the program. D’Youville asks for student support.

No person in any relation with D’Youville College shall be subject to discrimination because of race, sex, color, creed or national origin.
STUDENT ELIGIBILITY

A student may be eligible for FWS only after meeting ALL of the following criteria:

- Is a U.S. citizen or a permanent resident of the U.S. or a Trust Territory. Students must complete the Immigration & Naturalization Service Form I-9.
- Files a Free Application for Federal Student Aid (FAFSA) to be received at the processor by April 15, prior to the academic year.
- Is accepted by the college (matriculated*) and enrolled for at least half-time study (6 credits).
- Files verification of all family taxable and nontaxable income (i.e. signed federal tax forms, W-2 forms, letter from Social Service, Housing and Urban Development) when requested by the Financial Aid Office.
- Demonstrates “financial need**,” based on federal methodology performed by a federally approved agency for processing the FAFSA.

The Financial Aid Office will verify eligibility and make FWS awards consistent with college and federally established regulations, and will determine a student’s continued eligibility for FWS. Unsatisfactory academic progress may cause a student to become ineligible for the program and other financial aid.

*Matrículated means that the student is accepted into a degree-granting program.

**Students who do not meet the above criteria may apply for Student Employment Program.
STUDENT APPLICATION PROCEDURES

- All students seeking aid through FWS must file a Free Application for Federal Student Aid (FAFSA).
- You may complete the FAFSA online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or you may come into the Financial Aid Office to pick up a paper copy. The FAFSA is available in the Financial Aid Office beginning in January prior to the new academic year (September-May).
- The Financial Aid Office recommends that the FAFSA application be transmitted electronically as the software program goes through edit checks. When transmitted electronically, the FAFSA is processed in approximately 10 business days. To insure receipt by the application deadline of April 15, prior to the new academic year, the FAFSA must be processed by April 1.
- New spring entrants should file before November 1, at least 10 weeks prior to the beginning of the spring semester.
- Applications received after April 15 will not be eligible for FWS.
- Students awarded FWS may be required to submit verification of income (i.e. complete signed copy of federal tax return, including all schedules, for the prior calendar year, all W-2 forms, letter from Social Security or Social Services) to the Financial Aid Office.

AWARD NOTIFICATION

Applicants determined eligible for FWS are notified of their eligibility by an award letter from the Financial Aid Office. Awardees must return the signed acceptance of the award to the Financial Aid Office within 10 days of the date of the award letter. Students who have expressed an interest in campus employment who are not eligible for FWS should fill out an Office of Financial Aid Student Employment Application Form (available in the Financial Aid Office). These forms will be forwarded to the Connections Office. The Connections Office will contact those students regarding their eligibility. The student must follow the same procedures to maintain eligibility.

*Failure to be placed by the Financial Aid Office within the first two weeks of the semester or within two weeks of receiving a Federal Work-Study Award (whichever comes first) will result in cancellation of a student’s FWS.*
Employment at D’Youville College requires that the student maintain good academic standing, as defined in the college catalog and according to the standards and practices of the college, and carries an academic workload of at least a half-time student during the academic year. The student must progress at a reasonable rate towards a degree.

Student aide timesheets are compared with the student’s class schedule to verify that students are not scheduling work hours when they are scheduled to attend classes. When a student works at a time scheduled to be in class, he/she must indicate that the class had been cancelled by the instructor or postponed to another time. This information will be verified with the academic affairs office. Students who have dual placements will also have their timesheets compared to verify that they are not claiming the same work hours at two placements. Paychecks will not be distributed to students with unresolved conflicts and may result in the student losing his/her work-study award.

- Student work hours should be arranged with the supervisor after registration. Students with an award of $2,000, work for an average of 10 hours per week.

- Student employment means **WORK**. Students are **NOT** paid to study. Students are expected to fulfill the duties assigned by the supervisor and request clarification or assistance as needed.

- Students are expected to be dependable. If work schedules are not met, the student may be dismissed from the program without further consideration. Appropriate dress, behavior and appearance are required at all times.

- If a student needs to be absent from, or late for their scheduled work assignment, prior notification must be given to the supervisor.

- Students may work on a full-time basis during vacations and registration periods. However, they may be shortening the duration of employment, as all earnings will be deducted from the total awards.

- Any student receiving benefits such as New York State Unemployment or Workman’s Compensation, may have their benefits reduced or disqualified by employment in the Federal Work-Study or Student Employment Program.

- The amount awarded to a student is the maximum he/she is eligible to earn for the academic period. The student may earn less depending upon the number of hours they worked.

- Students interested in summer work-study should consult with the Financial Aid Office by April of the spring semester.

- Neither the federally funded FWS nor the college SEP eligibility carries over from summer to the academic year or one academic year to the next. Eligibility for each program must be established each academic year by completing a FAFSA.

- If a student voluntarily terminates his/her employment, the supervisor, the Financial Aid Office or the Connections Office must be given a two-week notice. The student will also be required to fill out a Student Request for Termination of Work-Study Position. No student will be placed in another location until this form has been completed.
• Insubordination or dishonesty is **NOT** tolerated. If substantiated, such activities are grounds for dismissal from student employment.
• At the end of each academic year, the supervisor will complete an evaluation of the student employees in that department.

**LABOR REGULATIONS**

Section 162 of the New York State Labor Law provides as follows: Every person employed in or in connection with a mercantile or other establishment or occupation coming under the provisions of this chapter, shall be allowed at least 30 minutes for the noonday meal, except as in this chapter otherwise provided. The noonday meal period is recognized as extending from eleven o’clock in the morning to two o’clock in the afternoon. An employee who works a shift of more than six hours, which extends over the noonday meal period, is entitled to at least thirty minutes off within that period for the meal period.

During academic semesters, most student aides work an average of 10 hours per week. The FWS program encourages the part-time employment of undergraduate and graduate students to help pay for their cost of education. [Federal Register: March 19, 2002 (Volume 67, Number 53)] Students may not work for more than 20 hours per week during academic periods or more than 40 hours per week during summer or vacation periods. The Financial Aid Office or the Connections Office will notify both the student and the supervisor when a student’s earnings approach the award level. When the student reaches the maximum award, the employment will be terminated. Under no circumstance will a student be allowed to earn more than his/her award.
FINANCIAL AID OFFICE & CONNECTION OFFICE RESPONSIBILITIES

Under completion of the necessary forms, each student’s skills and hours of availability are matched with the job descriptions for a suitable on-campus placement. The student is given an appointment form and is sent to his/her supervisor for an interview. The supervisor will sign and return the appointment form to the appropriate counselor, indicating acceptance of the student for that position. Once placed, a student may not change jobs unless the Financial Aid Office or Connections Office approves the change.

SUPERVISOR’S RESPONSIBILITIES & INFORMATION

- Supervisors must sign and return the appointment form to the appropriate coordinator, keeping one copy for the supervisor and giving one copy to the student.
- When originally assigning a student his/her work schedule, the supervisor must have a copy of the student’s class schedule, issued by the college so that the work schedule does not conflict with the class schedule.
- It is required that students complete their timesheets in the presence of the supervisor on a daily basis. Supervisors must designate an employee in the department who verifies the hours the student has worked, on a daily basis.
- When signing a timesheet, supervisors are attesting that the student worked those hours and to the accuracy of that legal document. The FWS regulations state that students receive “an hour’s pay for an hour’s work.”
- Supervisors are required to total the hours worked by the student, to sign the timesheet and to monitor the student’s wages to prevent over-earnings. See “Payroll Procedures” later in this handbook.
- In the case of special or unusual work periods, such as registration and vacation periods, requests to the appropriate coordinator for additional student aid coverage should be made four weeks in advance of the time the student will be working.
- The supervisor must inform student aides when they are not satisfying work standards or rules, before the supervisor implements termination procedures. Reasons for termination must be submitted to the Financial Aid Office or the Connections Office in writing.
- Student aides expect and deserve professional supervision and understanding from their supervisors. That supervision should be done in such a way that opportunities to learn are offered. Providing the necessary training, guidance and understanding to students whom may be employed for the first time is an important part of the supervisor’s responsibilities.
- A department should not request more student work-hours than it needs.
- A job description must be filed with the Financial Aid Office before a student is able to work in a department.
- An annual evaluation by the supervisor is required for each student aide, including students who worked for less than the full academic year.
DEPARTMENT REQUEST FOR STUDENT AIDES

The department chairperson is asked to state the number of weekly work-hours (rather than number of students) needed for each academic year and summer months. Each request should state the student aide’s position, the general skills desired and the type of work to be done. This request is made on the Departmental Request for Federal Work Study. By federal regulation, **FWS aides cannot be used to replace full-time college employees.**

The respective vice president will make student aid priorities for the departments. The total amount of Work-Study funds requested by all departments is then compared to the total amount of funds available. If a funding shortfall exists, the Financial Aid Office will make proportionate reductions of the requests.

PAYROLL PROCEDURES

- Pay rates of student aides are uniform throughout the campus and are within the guidelines of the federal minimum wage laws.
- Each student aide must complete an IRS Form W-4 and I-9 Form at the time of placement. The IRS allows a student to be exempt from FICA taxes only if they are registered for six credit hours or more during each semester that they are employed. Any student registered for less than six credit hours while working is considered FICA taxable.
- Student aides are paid every four weeks according to the hours worked.
- A blank timesheet will be made available to each student and the department will make sufficient copies (**BLUE** for **FWS** and **YELLOW** for **SEP**) for the balance of the employment period. Correctly completed **BLUE** timesheets should be returned to the **Financial Aid Office** at the end of the pay period and correctly completed **YELLOW** timesheets should be returned to the **Connections Office** at the end of the pay period. When entering beginning and ending times for work periods, **round the time to the nearest quarter-hour.**
- Both the supervisor and the work-study student must sign a properly completed timesheet. All items on the timesheet should be completed. Questionable or incomplete timesheets will not be processed for payment. The supervisor involved will be contacted by the appropriate counselor to resolve the discrepancies. The supervisor must keep one copy of each timesheet for his/her records.
- Legal documents, such as timesheets, must be completed in **INK**. Those completed in pencil, submitted incorrectly or late will be rejected and returned to the supervisor. They will not be paid until the errors are corrected, which may delay the paycheck until the next four-week pay period date.
- Timesheets completed and submitted before the last day the student worked will be rejected. Students are expected to sign-in as they arrive at their work site, in the presence of their supervisors, and sign-out as they leave, as though using a time clock.
• Timesheets are to be delivered to the Financial Aid Office or the Connections Office by the student in a sealed envelope with the supervisor’s signature across the seal. The deadline for delivery of the timesheets to the Financial Aid Office or Connections Office is 4:30 p.m., on the first weekday of the next pay period that the college is open. Exceptions must be addressed to the appropriate Coordinator in the Financial Aid Office or Connections Office.

• Timesheets will be honored only for students who have been notified by the college that they have been approved for student employment.

• Paychecks may be picked up by the student at the cashier’s window in the Student Accounts Office, on the second floor, Koessler Administration Building, until 4:30 p.m., on the 11th day after they are due. Students who would like their paycheck mailed to them must leave a self-addressed stamped envelope with the cashier.

• A schedule of when timesheets are due and when checks are available is included in the back of this handbook and on the back of the timesheet. Payment is made 11 calendar days after the pay period ends.

• Student aides will receive IRS W-2 Forms at the end of each calendar year and must report those earnings to the IRS with all other wages earned during the same calendar year.
SUMMER EMPLOYMENT

Summer employment is available to eligible students through both Federal Work Study and the Student Employment Program, depending on availability of funds and positions. The Connections Office determines the amount of the award for summer students. New students entering in the fall may be eligible for summer employment, however, returning students will be given priority. Students interested in summer employment should consult with the Connections Office for details, by April of the spring semester. Work in the summer may be full or part-time.

Students not enrolled in summer school and placed on summer employment are expected to save ALL of their earnings for use as a resource toward their next academic year. Students who are enrolled in summer school and awarded summer employment are expected to save those earnings, not necessary for their attendance in summer school, as a resource towards their next academic year.

DISMISSAL PROCEDURES

Before a student can be dismissed from a specific assignment, the supervisor must file, in writing, the grounds for dismissal with the appropriate coordinator. The coordinator will interview the dismissed student, and either places the student in another assignment or removes the student from the employment program. Work-Study awards will not necessarily be replaced by other aid when a student is dismissed from the FWS or SEP program.

Finally...The success of the D’Youville College Federal Work Study program influences the future financial aid funding from the U.S. Department of Education to the college. Student cooperation is needed to make the employment opportunity a rewarding experience for the students, the college and the community.
## 2004-2005 PAYROLL SCHEDULE

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### SAMPLE TIMESHEET