FEDERAL WORK STUDY HANDBOOK FOR STUDENTS

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INTRODUCTION

The Student Financial Services Office is responsible for managing the Federal Work Study Program both on and off campus, for the part-time employment of matriculated undergraduate and graduate students at The New School.

A Federal Work Study position is defined as:

- Part-time
- Temporary
- Not eligible for any fringe benefits, overtime, holiday, or compensatory pay.

This handbook is intended as a reference tool for Federal Work Study students. It addresses the key issues of the Federal Work Study award. If you have further questions, or would like clarification of any of the items covered in this handbook, please call our office for assistance at (212) 229.8930 or email us SEO@newschool.edu.

FEDERAL WORK-STUDY (FWS) ELIGIBILITY

Federal **W**ork **S**tudy (**FWS**) is awarded by the Student Financial Services Office as part of the financial aid award package.

To be eligible for FWS you must:

- Complete a Free Application for Federal Student Aid (FAFSA) for the current academic year no later than May 1. This can be done online at www.fafsa.ed.gov,
- Demonstrate a financial need based on the information provided on your FAFSA,
- Be enrolled in a degree program, at least half-time (six credits),
- Submit all requested by Student Financial Aid Services documents within 30 days from the request date.

*If you have not been awarded FWS, you may contact the Student Financial Services Office to check your eligibility.

The money you earn through FWS is paid to you in the form of a bi-weekly paycheck. The amount of the check is calculated by:

(Hours Worked) x (Pay rate) = (Earnings)

Once you have earned your full FWS award, you may not continue to work under this funding source. Please use the Record of Money Earned found in the back of this handbook to manage your earnings. Your employment will be terminated once you reach the awarded amount.

FEDERAL WORK STUDY - AWARD ACTIVATION STEPS

In order to earn the Federal Work Study funds that were awarded as part of your financial aid package, you must 'activate' the award by obtaining an actual Federal Work Study position.

Federal Work Study positions are posted on the New School Hiring Portal at https://careers.newschool.edu/hr/. Please note that job listings include both Federal Work Study and non-Federal Work Study positions.

In addition to applying for specific positions that interest you, we recommend that you post your attach all necessary documents to your profile. Potential employers will look at the uploaded resumes and call/email suitable candidates as positions become available.

Note that in order to apply for a Federal Work Study position; you must have a Federal Work Study award as part of your financial aid package. Please check your most recent award information on MyNewSchool to verify your eligibility.

After you have been hired please follow the instructions from your supervisor. You will also receive an email shortly from the HR department requesting you to submit the hiring paperwork. Please note******you may not begin working until all requested documents are processed and a confirmation email has been sent to you.** Please do not submit any hiring documents to Student Financial Services. Your supervisor will notify us electronically once you are hired.

WORK SCHEDULE AND HOURS

As a Federal Work Study Student, you are not allowed to work more than eight (8) hours per day, and no more than twenty (20) hours per week when classes are in session. When classes are ***not*** in session, you are limited to working eight (8) hours per day and no more than third-five (35) hours per week.

Student cannot work Federal Holidays and official school breaks when offices and buildings are closed. Federal Holidays Schedules are listed by Human Resources and can be found on the website or under your 'Employee' tab at MyNewSchool.edu.

HOLDING MULTIPLE FWS POSITIONS

You may not hold more than one work-study position at any given time.

TIMESHEET

Timesheets are due as indicated on the FWS Payroll Schedule online. Begin submitting timesheets once you have received an email from the HR office that your submitted paperwork has been processed. You should submit your timesheets directly to the Financial Aid Office by the deadline; late timesheets will be processed for the following pay cycle. Time sheets are due on a bi-weekly basis you must submit

your time sheet at the end of every pay period for processing. No more than two time sheets will be processed in one given pay cycle.

All data fields of the timesheet must be legibly completed. If you are unsure a counselor can check your time sheet for completeness at the Financial Aid Office. If we receive an incomplete time sheet or one that has conflicting information you will be contacted to fix and resubmit your timesheet. In this case the resubmitted time sheet will be processed the following pay cycle if received after the timesheet deadline.

Student Financial Services will make adjustments to your timesheet (see Limitations on Hours Worked). In addition, you must indicate break times as noted below (see Work Break Policy). Review your timesheets carefully prior to submitting them for payment. Misreporting your hours will render an inaccurate estimate of your biweekly earnings and could delay payment.

Always keep a copy of your time sheet and submit the original for processing, faxed and emailed timesheets cannot be processed until the original has been received.

RATES OF PAY

Hourly rates should be based on the level of skill required for the particular position and are ultimately determined by the hiring department.

Student Assistant I $8.00 - $11.00
To be used for student workers who are performing tasks that are routine and basic in nature. They typically provide general clerical support in an office setting, perform largely manual labor, or non-technical tasks in a laboratory environment. Examples of work: answer phones; make copies; deliver items; file documents; take messages; type or word process; sort and distribute mail; assemble reports, prepare mail-outs, obtain and copy journal articles; stock shelves, assist in inventories. These positions would work under close and direct supervision. Work done under close supervision with well established procedures. Work where employees are not usually required to make decisions but to follow well defined existing policies and/or procedures.

Student Assistant II $10.00 - $13.00
To be used for student workers who perform para-professional duties and have responsibilities that require some independent judgment, knowledge of subject and high levels of accuracy. Work that requires, for a major portion of the time, advanced specialized knowledge, skills or abilities for larger or complex activities, usually involving a number of concurrent activities. Excellent communication skills, both written and verbal, are typically essential at this level. Examples of work: collect complex data from multiple sources while performing database management functions; assist with sample preparation, and monitor instrumentation in a lab setting; provide answers and information to the general public that are not always routine in nature; proofs typed material and revises documents. These positions would work under general supervision.

Research Assistant $17.00
Student will support ongoing research projects and substantive academic tasks associated with course work.
Course Assistant $13.00
Student will support teaching and learning outcomes through non-instructional activities. Duties may include: attending class, making photocopies, demonstrating use of equipment, taking attendance, proctoring exams, collecting assignments, assisting with classroom set-up (i.e., coordinating tech set-up with Audio/Visual), uploading course content online, track students' participation online, assisting students having difficulty with online environment, and grading.

PUBLIC SERVICE CORP (OFF-CAMPUS) $8.00 - $12.96
Students will be involved in a variety of office positions at city agencies. A detailed job description will be provided once your PSC application has been processed by the PSC.

PAY RAISE
Hourly pay rate increases are based on performance and level of responsibility. Pay raise will occur once in the beginning of the semester and are due to the office by the first Friday of the semester. Students must stay within the job title pay range above. Pay rates increases will be effective for the current pay cycle and cannot be retro paid.

PAYCHECKS DISTRIBUTION
Paychecks are issued biweekly for all on-campus and off-campus FWS employees. The Payroll Office manages the direct deposit and mailing of paychecks. Direct Deposit is highly recommended. Students employed under other funding sources at the University will receive only one paycheck for their combined earnings.

DIRECT DEPOSIT
If you would like your check to be deposited directly to your bank account, please complete a direct deposit form and attach a voided check to the form. This form can be dropped off directly to payroll for processing at 80 Fifth Ave- 4th Floor.

LOST and/or STOLEN CHECK
If you believe that your check has been lost or stolen, you must report it to the Payroll Office by emailing PayrollHelp@newschool.edu. You must complete as Stop Payment Request on the original check. Once it has been verified that the original check was never cashed or deposited, a new check will be issued.

PAYMENT ERROR

If you believe that there is an error with your pay, first verify the hours on your timesheet with your supervisor. If the discrepancy remains unresolved, then contact the Student Financial Services at SEO@newschool.edu.

WORK BREAK POLICY

Student Employees are entitled to time off from job duties for rest and/or meal breaks according to a schedule based on the length of your daily work shift as follows:

# of Hours Worked	**Rest Break (On-Payroll)**	**Meal Break (Off-Payroll)**
1 – 5.92 hour consecutively	15	--------
6 to 8 hours consecutively	--------	30 minutes

1. All breaks are to be taken only at the direction of and/or with the approval of your immediate job supervisor or designee.
2. Meal breaks are not paid and are therefore taken "off payroll."
3. Rest breaks are paid times taken on payroll and may not be used to shorten the work period or to make up lost time.

SUMMER FEDERAL WORK STUDY

Students must be enrolled at least for 6 credits during the Summer Semester to receive Federal Work Study funding for the period from July 1 until the first day of the Fall Semester.

As of July 1, summer FWS earnings are based upon your financial aid award for the upcoming academic year. To work:

- You will need to file a Free Application for Federal Student Aid (FAFSA) for the upcoming academic year by May 1. This form can be completed online at www.fafsa.ed.gov
- You have received a financial aid award, including Federal Work Study, for the upcoming year.

OFF-CAMPUS FEDERAL WORK STUDY POSITIONS

You may earn FWS at an **authorized** off-campus work-site. Off-campus job listings are available on our website. If you plan to work off-campus, you must complete and submit a Work-Study Authorization Form and Off-Campus Agreement to the Student Financial Services. Students may **not** begin their position until the Student Financial Services receives the completed Work Authorization Form, Agreement and payroll paperwork. When dropping off your paperwork, please be sure that you bring acceptable forms of ID required for your I-9 Form (see above).

Off-Campus FWS employees submit timesheets to the Student Financial Services according to FWS Payroll Schedule. Paychecks are issued following Payroll policies at The New School.

Student's who wish to seek out Community Service positions and work with organization which are currently not under contract with The New School can take up to 6-8 weeks to set up. The following paperwork must be submitted by the deadline to setup a new organization:

- Federal Work Study Off-Campus Agreement,
- Federal Work Study Off-Campus Contract,
- Job Description Form,
- Copy of the organizations 501©3 Certificate.

PUBLIC SERVICE CORPS (PSC)

If you wish to apply for a Federal Work Study internship with the Public Service Corps, you must fill out a Public Service Corps application at the Financial Aid office at 72 Fifth Ave – Lower Level. The application is also posted on our website at www.newschool.edu/. The financial aid counselor then certifies and forwards the application to the Public Service Corps. You will be placed on a first-come, first-served basis list. Once the application is processed you will be contacted by the PSC directly. You will complete all your HR and Payroll paperwork with the PSC once hired. FWS students working under the PSC will be paid directly by the PSC and not The New School.

The Public Service Corps participates in America Reads, a national initiative to help children read well in the early grades. PSC interns may choose assignments to work as literacy tutors in day care centers, schools and libraries across New York City.

Public Service Corps students may explore a wide range of professional career areas including law, research, finance, education, social work, environmental studies, accounting, office administration, health, information systems, graphic arts, journalism, engineering, and computer technology.
As Public Service interns, students will:

- Gain valuable credentials, contacts and references for future employment,
- Apply their classroom learning in the workplace,
- Gain marketable skills and expertise,
- Obtain exposure to the broad range of professional opportunities in the public sector,
- Learn more about specific career options within City government.

FEDERAL WORK STUDY STUDENT RIGHTS AND RESPONSIBILITIES

- The student must provide their supervisor with a work schedule including hours and days to be worked,
- The student is solely responsible for maintaining his/her work schedule and for informing the supervisor in a timely and appropriate manner of his/her inability to maintain such schedule for any reason.
- The student shall not be absent during working hours without first seeking permission from his/her immediate supervisor or other appropriate person to be excused.

- If the student is absent from his/her job for two (2) consecutive work shifts without notifying the supervisor or other appropriate person in the department, the student is subject to termination.
- There is no formal grievance procedure for student employees. Usually good management practices will avoid complaints on the part of the employee and the employer. If complaints do arise, depending upon the seriousness of the misunderstanding or disagreement, the student's supervisor may contact the Student Financial Services for information or referral.

TERMINATION

Performance Termination

You may be terminated for unsatisfactory work performance. Firing a student employee is, however, a last resort, following every effort to correct the behavior.

Before firing a student employee the supervisor must speak to the student at the time of the incident or the next time the employee reports to work. Issue a written warning at the time of the incident or at the first recurrence of the undesired behavior. Warnings should state that the student employee will be terminated should the undesired event reoccur.

Non- Performance Termination:

1. Student graduated,
2. Position is no longer needed,
3. Student left with or without notice.

RESIGNATION

If you wish to leave a job, you must give your employer a two (2) week written notice.

Record of Money Earned

Student Name:_____ ID#_____

FWS Award Allocation $_____ For Term: _____TO _____

Week	Period End	# Hours Worked	Gross Earnings	Award Balance
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____
4	_____	_____	_____	_____
5	_____	_____	_____	_____
6	_____	_____	_____	_____
7	_____	_____	_____	_____
8	_____	_____	_____	_____
9	_____	_____	_____	_____
10	_____	_____	_____	_____
11	_____	_____	_____	_____
12	_____	_____	_____	_____
13	_____	_____	_____	_____
14	_____	_____	_____	_____
15	_____	_____	_____	_____
16	_____	_____	_____	_____
17	_____	_____	_____	_____
18	_____	_____	_____	_____