

THE NEW SCHOOL

A UNIVERSITY

WORK-STUDY HANDBOOK

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(Revised 6/09)

INTRODUCTION

The Student Employment Office (SEO) is a division of Student Financial Services and is responsible for managing a campus work program, both on and off campus, for the part-time employment of matriculated undergraduate students at The New School. The Student Employment Office currently lists job opportunities for work-study positions.

A student employee position is defined as:

- Part-time
- Temporary
- Non-classified
- Paid an hourly basis with a weekly time card or contractual system.
- Not eligible for any fringe benefits, overtime, holiday, or compensatory pay.

This handbook is intended as a reference tool for student employees. It addresses the key issues of student employment. If you have further questions, or would like clarification of any of the items covered by this guide, please call our office for assistance at (212) 229.8930 ext. 3726.

FEDERAL WORK-STUDY (FWS) ELIGIBILITY

Federal Work-Study (**FWS**) is awarded by Financial Aid Services, to students as part of their financial aid award package.

To determine if you are eligible for FWS:

- Complete a **Free Application for Federal Student Aid (FAFSA)** for the current academic year. This can be done online at www.fafsa.ed.gov.
- Financial need must be demonstrated. This is determined based upon the financial information provided on your FAFSA.
- Students must be enrolled in a degree program with a registration status of at least half-time (six credits) per term.
- If you were not granted a Federal Work Study award, you may contact the Student Employment Office to check your eligibility.
- Complete any additional paperwork required for Financial Aid purposes.

JOB LISTINGS

The Student Employment Office maintains an active job listing on the Financial Aid website for Work-Study, both On-Campus and Off-Campus at www.collegecentral.com/newschool.

College Central Login Instructions:

1. Go to www.collegecentral.com/newschool
2. Click on **'Students'**
3. Read instructions making sure they apply to you and then click on **'Register Now'** towards bottom of screen.
4. For your LoginID, you must type the letters **LS and then add any six (6) digits** (example: LS123456) that you can remember for future use such as the last six digits of your phone number.
5. For your password you must choose **your own unique password**. Remember your password for future use.

WORK STUDY EARNINGS

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 multiplying the number of hours you worked during the previous two weeks by your current rate of pay. This money does *not credit* your student account.

Once your FWS award has been earned, you may not continue to work under this funding source. You may be eligible to work, or to be hired for non work-study employment, provided your employer has sufficient funds to keep you on payroll.

BEGINNING EMPLOYMENT

REQUIRED PAPERWORK

Prior to the first day of work, work-study student employees are required to complete payroll related forms. Required Paperwork Includes:

NEW & CONTINUING STUDENTS

- **Federal Work Study Authorization Form**

This form is completed by both you and your new employer and states that you are officially hired.

NEW STUDENTS

- **I-9 Employment Eligibility Verification Form**

This form requires that you bring an original form of identification from the lists as specified below.

If you are selecting an item from List A, you are only required to show ONE item.

List A – Documents that Establish both Identity and Employment Eligibility

- United States Passport (Current or Expired)
- Certificate of Naturalization
- Unexpired Foreign Passport with Employment Authorization
- Permanent Resident Card

Or

If items on List A are unavailable, please bring one piece of identification from List B AND List C.

List B – Documents that Establish Identity

- State or Federal issued photo ID
- School ID with photograph
- Voter Registration Card
- US Coast Guard Merchant Mariner Card
- Native American Tribal Document
- Canadian Driver's License

List C – Documents that Establish Employment Eligibility

- U.S. Social Security Card
- Certification of Birth Abroad
- Original or Certified Copy of Birth Certificate
- Native American Tribal Document
- US Citizen ID Card
- Resident Citizen ID Card
- Unexpired Employment Authorization

- **W-4 (Federal) Employee Withholding Allowance Certificate**
- **IT-2104 (New York City/State) Withholding Allowance Certificate**

- **IT-2104E (New York City/State) Certificate of Exemption from Withholding**
You must meet all of the following conditions to file this form:
 1. Under the age of 18 or over the age of 65 or a full-time student under the age of 25 **AND**
 2. You did not have a New York Income Tax liability for 2006 **AND**
 3. You do not expect to have a New York income Tax liability for 2007

- **IT-2104.1 (New York City/State and City of Yonkers) Certificate of Non-Residence and Allocation of Withholding Tax**
Please note that your permanent address must be in another state to use the IT 2104.1 form.

- **Personal Data Sheet**

- **Direct Deposit (optional)**

OFF-CAMPUS WORK-STUDY

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 Employment Office. Student employees **are not permitted** to begin working until the Student Employment Office receives the completed Work Authorization Form, Off-Campus Agreement and payroll forms. 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 Employment Office according to FWS Payroll Schedule. Paychecks are issued following Payroll policies The New School.

SUMMER WORK-STUDY

Students do not need to be enrolled in summer courses to receive summer work-study funding. Graduating seniors that plan to return in the fall for graduate studies are **not** eligible. Summer FWS funding is available to eligible students meeting the following criteria. To be considered:

- You must be currently enrolled in the University.
- You must be planning to return the following fall semester.

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

- You file a Free Application for Federal Student Aid (FAFSA) for the upcoming academic year . 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.

LIMITATIONS ON HOURS WORKED

As a student employee, 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.

WORK-STUDY INCREASES

Increases in your FWS award are contingent on your individual unmet financial need and the availability of funds. If you are close to earning the total amount of FWS originally awarded to you (earning at least 75% of yearly award), please contact the Student Employment Office to determine your eligibility for additional FWS funds.

If you have not been awarded FWS and would like to consider for an award, please contact the Student Employment Office.

HOLDING MULTIPLE WORK-STUDY JOBS

You may hold more than one work-study position, provided you do not exceed the daily and weekly limitations (please review *Limitations on Hours Worked*.) If you hold more than one job, please inform your employers and the Student Employment Office. Your FWS award will then be shared by both employers. **The total combined earnings can not exceed your FWS award.**

TIMESHEETS

Timesheets are due as indicated on the FWS Payroll Schedule. They are available [online](#). Begin submitting timesheets once you have submitted all of your employment forms. You should submit your timesheets directly to your supervisor or the Student Employment Office. Late timesheets will not be processed until the next pay cycle.

All data fields of the timesheet must be legibly completed. Your timesheet will not be processing if missing any of the following:

- Pay Period Dates
- Hours
- Student Signature
- Supervisor Signature
- Student ID #
- Department

Once the missing/incorrect information has been resolved, you must resubmit your timesheet. It will be processed in the next pay cycle if the corrected version is received after the deadline for that Pay Period.

Student Employment 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.

RECOMMENDED RATES OF PAY

Minimum wage as of January 1, 2008 is \$7.15 per hour. The rates of pay below are only provided as a guide. Hourly rates should be based on the level of skill required for the particular position and are ultimately determined by the hiring department.

SKILL LEVEL I \$ 7.15 - \$9.00 per hour

Category includes all entry level positions which require the performance of routine duties according to standard procedures. Duties require only a limited degree of decision-making, based on common sense judgments, and/or instruction and training. Employees are closely supervised.

SKILL LEVEL II \$10.00 – \$12.00 per hour

Positions requiring the performance of moderately complex duties based on some degree of experience, skill, training and/or responsibility. Duties require a moderate degree of decision-making and a general knowledge of the functions of the department or section.

SKILL LEVEL III \$13.00 and up per hour

Skilled positions requiring a moderate level of knowledge, skill, experience, training, and/or responsibility. Duties require a high level of dependability and self-sufficiency with little or no immediate supervision.

OTHER

Departments wishing to hire students at an hourly rate greater than \$15.00 per hour must submit a complete job description justifying the proposed hourly fee to the Student Employment Office for approval. Student Employment retains the discretion to deny a department's request.

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 at more than one office 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 at http://www.newschool.edu/student-services/financialaid/work_study.aspx.

LOST and/or STOLEN CHECK

If you believe that your check has been lost or stolen, you must report it to the Payroll Office. You must complete a 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 the hours on your timesheet with your employer. If the discrepancy remains unresolved, then contact the Student Employment Office.

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)	Rest Break (Off-Payroll)
0 – 5 consecutively	15 minutes	-----
5 – 7 ³ / ₄ consecutively hours		30 minutes
8 or more consecutively	-----	60 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.

STUDENT EMPLOYEE RIGHTS AND RESPONSIBILITIES

- ◆ The student employee must provide their employer with a work schedule including hours and days to be worked.
- ◆ The student employee is solely responsible for maintaining his/her work schedule and for informing the employer in a timely and appropriate manner of his/her inability to maintain such schedule for any reason.
- ◆ The student employee 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 employee 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 employer may contact the Student Employment Office for information or referral.

TERMINATION OF STUDENT EMPLOYMENT

QUITTING

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

FIRING

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.