

SUNY Downstate Medical Center
Office of Student Financial Aid
Federal Work-Study Program
Policies and Procedures

Information for Students Regarding the Federal Work-Study Program

Students requesting or receiving Federal Work-Study (FWS) as part of their financial aid package should be aware of the following:

- Federal Work-Study funds are part of your total aid package for the entire academic year. Funds earned during the summer are used to meet your budget even if you are only registered for the fall and spring semesters.
- The fiscal year for the Federal Work-Study Program is from July 1 – June 30 of each academic year. ***New students who start their academic year in June 2011 (summer semester) may not begin work until July 1st.**
- You may **not** work past the last day of classes, (as indicated by the Office of the Registrar), in the summer, fall or spring semesters if you are scheduled to graduate at the end of one of these semesters.
- Students seeking FWS employment should consult the list of job opportunities, which can be found in the Office of Financial Aid and the Financial Aid Office webpage. In order to begin employment, students must submit the following documents to the Office of Financial Aid prior to having their time sheets processed:
 1. a W-4;
 2. an I-9;
 3. a Federal Work-Study Employment Interview Form;
 4. a Program Appointment form.
 5. Direct Deposit Form
 6. Federal Work Study Payroll Rights and Responsibility Form
- **Students may not work during normally scheduled class times unless the class has been cancelled.**
- Students may work no more than 20 hours per week when classes are in session (40 hours a week when classes are not in session). Students must not exceed their FWS award and will not be paid for hours worked beyond their allotment. Time sheets must be rounded to the nearest quarter-hour (i.e., 3:15, 3:30, 3:45, etc.).
- Students can be paid only for hours actually worked. Federal law prohibits any deviation from this regulation. *An unpaid lunch/dinner break is mandatory and must be noted on the time sheet when the student has worked 6 or more consecutive hours. Lunch breaks are not to be considered part of the working time and therefore are not covered by FWS.*

Federal Work-Study (continued)

- Students who are on Financial Aid Satisfactory Academic Progress denial must stop working immediately.
- Time sheets are submitted for a two-week period. For first time appointees the process will include a six (6) week (3 pay periods) lag between the point at which time sheets and appointment packets are submitted and the first check is issued. Pay periods may differ slightly when they occur near a Federal or State holiday. Time sheets must have the student's signature, the student's supervisor's signature and the signature of the financial aid officer. Duplicate time sheets are to be kept on file by the supervisor and student.
- **Times sheets are due in the Office of Financial Aid by 12 Noon on the date indicated on the payroll schedule included in this appointment packet**
- You may not be paid for timesheets handed in 30 days after the pay period ends. (Ex. If you work 03/17/11 - 03/30/11, your timesheet must be handed in to the financial aid office no later than 04/29/11. There are New York State and Federal fiscal deadlines for each academic year, which apply to the Work Study payroll and do not necessarily, apply to other payrolls.
- Students who submit a timesheet more than 30 days late will be required to speak to a financial aid counselor prior to the processing of that time sheet. The counselor will determine if payment can be made in accordance with State and Federal deadlines. Regardless of deadlines, however, if a student submits a timesheet more than 30 days late twice, they will not be allowed a third time. At the point of a third late submission, the student will be terminated from the Federal College Work Study Program.
- Checks are distributed through the Office of the Bursar on Thursdays according to the payroll schedule. Paychecks that are not picked up at the Bursar will be handed over to the Financial Aid Office and you will be sent an e-mail notification. Participation in the Direct Deposit program is recommended for all students in the Federal College Work-Study Program. If notifications of direct deposit are not picked up at the Bursar's office they will be mailed to your home address. If your direct deposit notification is returned as a result of an incorrect address it will be considered unclaimed property and sent to the New York State Department of Taxation and Finance, Division of Treasury.