Federal Work-Study
Student’s Guide

Office of Financial Aid
Lehman College • The City University of New York
This handbook has been designed to assist you, the student, in two ways:

1. To outline the correct procedures for obtaining and maintaining a federal work-study placement.

2. To describe the student’s responsibilities to the employer and to the federal work-study program.

*CUNY determines, based on financial need, which students are eligible to participate in the program. Job placement, the rates of pay and the weekly hours are set by the Financial Aid Office at Lehman College.*

This handbook gives general information concerning the Federal Work-Study Program. Please keep it handy and refer to it often.
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**WHAT IS FEDERAL WORK-STUDY (FWS)?**

FWS is financial aid received in the form of hourly wages from a job which you obtain through the Financial Aid Office. FWS serves as source of financial assistance to students. It offers a training ground where you can gain valuable work experience, and it encourages you to participate in community service-based organizations. The work-study program provides the college and agencies with a much-needed source of manpower. In addition, it attempts to give you practical experience in your field of interest or place you in meaningful community service work.

**HOW DO I APPLY FOR FEDERAL WORK-STUDY?**

You apply for FWS through the FAFSA (Free Application for Federal Student Aid) (see Appendix A).

To be considered eligible, a student must:

1. Be matriculated and enrolled at least half-time (six credits or its equivalent); however, during the summer, students do not have to be enrolled.

2. Be a citizen of the United States or an eligible non-citizen as per program guidelines.

3. Make satisfactory academic progress.

4. Demonstrate financial need.

5. Meet all other eligibility requirements of the U.S. Department of Education.
YOUR AWARD LETTER

If you are determined eligible, and subject to the availability of FWS funds, you will be mailed an award letter. Enclosed with the award letter will be additional instructions regarding job placement procedures. The amount of your FWS award is indicated on the award letter; you may only work and earn up to the award amount. **You are not to work hours in excess of your award.**

PLACEMENT

Once you accept a FWS award you are ready to be placed. You will be expected to complete all necessary forms such as:

- Employment Eligibility Verification (Form I-9) (see Appendix B)
- W-4 (Employee's Withholding Allowance Certificate) (See Appendix C)
- You can choose to work on-campus, off-campus, or through the Public Service Corps. Once a job site has been selected, an interview established, and all necessary forms are completed, you will be given a FWS referral (see Appendix D) to take with you on your interview.

To assist you in the placement procedure and job search visit the Lehman College FWS Information page at: [www.lehman.cuny.edu/financialaid](http://www.lehman.cuny.edu/financialaid).

EMPLOYMENT OPPORTUNITIES

The employment opportunities available to you during placement are from three sources:

- On-campus
- Off-campus
- Public Service Corps.

Lehman encourages students to consider community service opportunities. Community service is defined by federal regulations as “services designed to improve the quality of life for community residents, particularly low-income individuals, or solve problems related to their needs.”
ON-LINE SEARCH FOR “ON CAMPUS” FWS JOBS

www.lehman.cuny.edu/financialaid/

The FWS Information page is an on-line source of information for students who participate in Lehman’s FWS Program. It may also be used to learn how the FWS program works, what kinds of employment opportunities the program offers, and to download various forms.

At Lehman’s On-Line FWS Job Search you will find job descriptions and contact information related to the specific job. You may do a job search on your own computer in the comfort of your home at any time, or you may use any of the computers on campus, at the Library or Information Technology Resource Center. The posted job listings provide students with the job title, contact name, address, phone number and job description.

STEPs FOR A SUCCESSFUL ON-LINE JOB SEARCH

1. Log-on to the Lehman Financial Aid home page.
   www.lehman.cuny.edu/financialaid/

2. Click on FWS Information Page

3. Click on FWS Placement procedure

4. Select on or off campus placement

If you are assigned on campus, you may work in one of the school's offices in a variety of positions. You are paid every two weeks except for the first check, which could take approximately three to four weeks.
**OFF-CAMPUS PLACEMENT**

If you seek employment opportunities off-campus, you may choose where to work from a variety of eligible for-profit and non-profit organizations. These organizations have signed an agreement with CUNY’s Central Office that specify the conditions under which students are eligible to be employed in their agencies. The job opportunities are varied and numerous. You can find available employment in any of the five boroughs. The job assignments may range from counselor in a youth center to an accountant's assistant in a small business. The salaries may vary depending on the job description (duties and skill requirements). The general range is from $7.00 to $9.00 per hour and payment is made every two weeks with the exception of the first check, which could take from three to four weeks. You must come to the FWS Office, Shuster rm. 131, to review the list of off campus job placements.

The **minimum hourly rate of pay for on-campus jobs is $6.00 for undergraduate students and $7.00 for graduate students.**

**PUBLIC SERVICE CORPS**

The Public Service Corps program operates on a year-round basis and provides students with an opportunity to work in a variety of city agencies. In addition to helping the student meet his/her financial obligations while attending college, the program seeks to complement the student's academic studies by providing a job-related learning experience. Students working through the Public Service Corps are paid every two weeks. Public Service Corps has a separate FWS timesheet and calendar. For Public Service Corps applications go on [www.nyc.gov/html/dcas/pdf/psc_workstudyapp_student.pdf](http://www.nyc.gov/html/dcas/pdf/psc_workstudyapp_student.pdf) download and complete the application. Submit the completed form with a resume to the FWS Office in Shuster rm. 131.

Whether you are assigned on-campus, off-campus, or Public Service Corps, you cannot work more than 20 hours per week during the academic year.
THE JOB INTERVIEW

After selecting a job and obtaining the FWS referral you should take the following steps in preparation for the interview:
• Be on time for your appointment and bring a resume if you have one.
• Be well groomed and appropriately dressed.
• Be prepared to discuss the reasons you qualify for the position.
• Be prepared to discuss the hours you are available to work.
• Be familiar with the position for which you are applying.

THE FEDERAL WORK-STUDY CONTRACT (SEE APPENDIX D)

The FWS contract will contain your name, social security number, address, and telephone number. It also provides the assigned supervisor's name and location of job site. The award amount is indicated on the contract along with the hourly rate of pay. You should go over the contract prior to getting signatures to make sure all the information is correct.

Once you are hired, the supervisor will sign the contract, and you MUST return all forms to the Financial Aid Office. You are now ready to be placed on the payroll. It is very important that you return the signed contract promptly, for this is the Financial Aid Office's only means of knowing that you have been hired.
Timesheets will not be processed for payment unless a properly completed and signed contract has been received.
**STUDENT RESPONSIBILITIES**

After you are hired at a job site, you are expected to assume the following responsibilities:

- You are not allowed to work during class hours, unless class is canceled or dismissed early. You must get a note from the department stating the class was canceled or dismissed and attach it to your sign-in sheet or give the note to the supervisor to be kept in your folder.
- Learn the job and complete all assignments properly.
- Act in a professional manner.
- Maintain the work schedule that you and your supervisor agreed upon.
- Be sure your timesheet is submitted by your supervisor on time.
- Read the student section of your contract thoroughly.
- Check your copy of the timesheet for possible errors before it is submitted.
- Keep a copy of your timesheet for future reference.
- Notify your supervisor if you have to be out or late.

**MAKE SURE YOU DO NOT WORK IN EXCESS OF YOUR FEDERAL WORK STUDY AWARD**
PAYMENT

Students are paid only for the hours they work. The hours must be recorded on a Federal Work-Study Time Sheet (See Appendix E), which covers a two-week work period. For each work period there is a deadline date by which Student Financial Services (Shuster Hall 081) must receive the time sheet in order for you to be paid. Please consult the Financial Aid Schedule of Payments Calendar (see Appendix F) to learn the work periods and the time sheet due dates. Time sheets must be mailed to Student Financial Services or delivered in sealed envelopes. Under no circumstances should you hand deliver your time sheet to Student Financial Services (Shuster Hall 081) unless it is in a sealed envelope. To ensure that a time sheet is accurately completed, both you and the supervisor should adhere to the following:

- Print your name and social security number clearly on the time sheets.
- Work out a system to record hours worked on a daily basis.
- Time sheets should be submitted in accordance with the work period dates. There is only one work period per time sheet. Please do not split pay periods. Refer to the federal work-study calendar.
- An unpaid work break of at least 30 minutes is mandatory after five consecutive hours of work.
- Total hours worked should not include any breaks.
- All entries should be legible and in ink.
- The supervisor must initial all changes.
- All time sheets must be submitted in a sealed envelope.
- Do not work in excess of the federal work-study award. Payment from federal work-study funds may not be made for those hours worked in excess of your contract.

It is the responsibility of you and your supervisor to see that you do not exceed either the maximum number of hours per week or the FWS award. Both the supervisor and you should keep track of the number of hours worked and the money earned, so that you do not exceed the federal work-study budget. If you work over the assigned weekly hours or contract hours, you will not get paid from federal work-study funds.

The formula for determining the number of hours you may work during the contract period is as follows:
Divide the total federal work-study award by the rate of pay. This will give you the total number of work hours you have.

*Please note: The check stub will show the remaining federal work-study monies available for the academic year. This amount reflects year-to-date usage less time worked after the pay period paid on the check. In calculating your current balance, deduct the amount for time worked to date but not yet paid. (See page 10.)*

**THE TIME SHEET AND THE FEDERAL WORK-STUDY CALENDAR**

A supply of time sheets and a financial aid payroll calendar will be given to you to present to the employer at the time of employment. The financial aid payroll calendar provides you with the following information:

- starting and ending dates of the federal work-study program
- pay periods
- time sheet due dates
- FWS check distribution dates

*A VALID COLLEGE ID CARD MUST BE SHOWN AT THE STUDENT FINANCIAL SERVICES (SHUSTER HALL 081) OFFICE TO PICK UP A FEDERAL WORK-STUDY CHECKS.*

We strongly encourage FWS students to enroll for direct deposit. Go to the Student Financial Service Office in Shuster rm. 081 for information.

**THE CHECK STUB AND HOW TO CALCULATE YEAR-TO-DATE EARNINGS**

The check stub will indicate what program you are being paid for, hours being paid, current payment, budget, year-to-date amount, available budget, and net pay. It is very important that you remember that at the point when you receive your check, the available budget amount will indicate the amount remaining as of the date the time sheet was submitted for this payment. You should deduct any hours for time sheets due the week following the date of the check if you want to know exactly how much you have remaining in your federal work study budget.
ON THE JOB BEHAVIOR

Any job is a serious obligation and your performance, attitude, and conduct should reflect this. Wherever you work, all organizations strive to create an atmosphere of courteous and efficient service to the public. Keeping this in mind, we have constructed a list of behaviors and attitudes that will help you if you follow them. These behaviors are applicable in any work situation.

• Show initiative.
  Learn all you can about the area or department in which you are assigned. The more you know about the area, the more valuable you will become.

• Be a team player.
  Have a positive attitude. Be cooperative and show a willingness to learn.

• Always strive to do your best.
  Your work reflects your attitude as well as your level of competency.

• Conduct yourself in a professional manner.
  Maintain confidentiality of college records and other information that you may see or hear.

• Know your area of responsibility.
  Complete your work thoroughly and accurately. If you are not sure about an assignment, always ask questions.

• Keep socializing to a minimum.
  On-the-job fun can be accepted on occasion, but socialization that lowers efficiency and productivity is not acceptable.

• Limit personal calls.
  Only official calls should be made on a business telephone unless otherwise stated or in the case of an emergency.

• Use titles correctly.
  You will be meeting, addressing, and speaking to many people with various titles. Remember to always address them properly.

• Represent your office well.
  You may be the first contact that a person has with a job site.

  Remember, the manner in which a person is received leaves a lasting impression.
**PROBLEMS ON THE JOB**

If the placement proves to be unsatisfactory to either you or the supervisor, you should try to resolve the differences via discussion. The Financial Aid Office will participate in the discussion when either party feels its participation might be beneficial. However, most differences can be reconciled without such participation. If all discussion fails, a notice in writing should be given by both parties to the FWS Coordinator detailing the grievances. As a last resort, depending on the circumstances, another position can usually be found which fits your interests and skills.

**WAGE STATEMENT (W-2)**

At the end of the calendar year, the City University of New York will send a W-2 form reflecting the year's earnings (calendar year—January through December) while in the program. This information is also furnished to the Internal Revenue Service (IRS), the state and local taxing agencies. Students who receive public assistance benefits should be aware that information regarding earnings is available to the Department of Human Resources but participation in the federal work-study program should not have a negative effect upon their ability to receive public assistance funds. Students whose federal work-study earnings are reported to the Department of Human Resources may obtain a letter from the Federal Work-Study Placement Office indicating that the source of income is from financial aid. FICA (Social Security taxes) will be deducted from earnings at a rate of 7.6% if you work at an off-campus site, or if you work during periods of non-enrollment such as intersession, spring break, and summer.
Apply free for federal and state student grants, work-study, and loans using this form!

Or apply free over the internet at www.fafsa.ed.gov

Applying by the Deadlines
For federal aid, submit your application as early as possible, but no earlier than January 1, 2004. We must receive your application no later than June 30, 2005. Your college must have your correct, complete information by your last day of enrollment in the 2004-2005 school year.

For state or college aid, the deadline may be as early as January 2004. See the table to the right for state deadlines. You may also need to complete additional forms. Check with your high school guidance counselor or a financial aid administrator at your college about state and college sources of student aid and deadlines.

If you are filling close to one of these deadlines, we recommend you file over the internet at www.fafsa.ed.gov. This is the fastest way to apply for aid.

Using Your Tax Return
If you are filing a 2003 federal income tax return, we recommend that you complete it before filing out this form. If you have not filed your return, you can still submit your FAFSA. Once you file your tax return, you must correct any income or tax data that changed on your FAFSA.

Filling Out the FAFSA
Your answers on this form will be read electronically. Therefore:

- use black ink and fill in ovals completely;
- print clearly in CAPITAL letters and skip a line between words;
- report dollar amounts (such as $12,567.45) like this:

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Pink is for student information and purple is for parent information.

If you or your family has unusual circumstances not shown on this form (such as loss of employment) that might affect your need for student financial aid, submit this form and then consult with the financial aid office at the college you plan to attend.

If you have questions about this application, or for more information on eligibility requirements and the U.S. Department of Education's student aid programs, log on to the internet at www.studentaid.ed.gov. You can also call 1-800-4-FED-AID (1-800-433-3243). FAFSA users may call 1-800-730-9173.

Mailing Your FAFSA
After you complete this application, make a copy of pages 3 through 6 for your records. Then mail the original of only pages 3 through 6 in the attached envelope or send it to: Federal Student Aid Programs, P.O. Box 4681, Mt. Vernon, IL 62884-0681. Be sure to keep the worksheets on page 8.

You should hear from us within four weeks. If you do not, please check online at www.fafsa.ed.gov or call 1-800-433-3243. If you provided your e-mail address in question 13, you will receive information about your application within a few days after we process it.

Let's Get Started!
Now go to page 3, detach the application form, and begin filling it out. Refer to the notes as instructed.
U.S. Department of Justice
Immigration and Naturalization Service

Employment Eligibility Verification

Please read instructions carefully before completing this form. The instructions must be available during completion of this form. ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work eligible individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because of a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Verification. To be completed and signed by employee at the time employment begins.

Print Name: First Middle Initial Last

Address (Street Name and Number): 

City: 

State: 

Zip Code: 

Social Security #: 

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

Employee’s Signature: 

Date (month/day/year):

Preparer and/or Translator Certification. (To be completed and signed if Section 1 is prepared by a person other than the employee. I attest under penalty of perjury that I have assisted in the completion of this form and that in the best of my knowledge the information is true and correct.

Preparer/Translator’s Signature: 

Print Name: 

Address: (Street Name and Number, City, State, Zip Code): 

Date (month/day/year): 

Section 2. Employer Review and Verification. To be completed and signed by employer. Examine one document from List A OR examine one document from List B AND one from List C as listed on the reverse of this form and record the title, number and issuing date of each document:

List A OR

List B AND

List C

Document #: 

Issuing Authority: 

Expiration Date (if any): / / 

Document #: 

Expiration Date (if any): / / 

CERTIFICATION - I attest, under penalty of perjury, that I have examined the documents(s) presented by the above-named employee, that the above listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year), and that to the best of my knowledge the employee is eligible to work in the United States. (State employment agencies may omit the date the employee began employment).

Signature of Employee or Authorized Representative: 

Print Name: 

Title: 

Business or Organization Name: 

Address (Street Name and Number, City, State, Zip Code): 

Date (month/day/year): 

Section 3. Updating and Revocation. To be completed and signed by employer:

A. New Name (if applicable): 

B. Date of Revocation (month/day/year): 

If employee’s previous grant of work authorization has expired, provide the information below for the document that establishes current employment eligibility:

Document Title: 

Document #: 

Expiration Date (if any): / / 

I attest, under penalty of perjury, that to the best of my knowledge, the employee is eligible to work in the United States, and if the employee presented documents, the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative: 

Date (month/day/year): 

Form I-9 (Rev. 11-21-91) N
APPENDIX C

Form W-4 (2003)

Purpose. Complete Form W-4 so that your employer can withhold the correct Federal income tax from your pay. Because your tax situation may change, you may want to refigure your withholding each year.

Expiration of exemption. If you are exempt, complete only lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2003 expires February 15, 2004. See Pub. 545, Tax Withholding and Estimated Tax.

Note: You cannot claim exemption from withholding if any of the following: (a) your income exceeds $750 and includes more than $250 of unearned income, interest, and dividends, and (b) another person can claim you as a dependent on their tax return.

Basic instructions. If you are not exempt, complete the Personal Allowances Worksheet below. The worksheet on page 2 directs your withholding allowances based on earned income, certain credits, adjustments to income, or two-earner/two-job situations. Complete all worksheets that apply. However, you may claim fewer (or zero) allowances. Head of household. Generally, you may claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See line 6 below.

Tax credits. You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the Personal Allowances Worksheet below. See Pub. 919, How Do I Adjust My Tax Withholding? for information on converting your other credits into withholding allowances.

Marriage income. If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax.

Two earners/two jobs. If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others.

Nonresident alien. If you are a nonresident alien, see the instructions for Form 8233 before completing this Form W-4.

Check your withholding. After you've completed your Form W-4, you can take effect, see Pub. 519 to see how the dollar amount you are having withheld compares to your projected total tax for 2003. See Pub. 919, especially if your earnings exceed $125,000 (Single) or $155,000 (Married).

Recent name change? If your name on line 1 differs from that shown on your social security card, call 1-800-772-1213 for a new social security card.

Personal Allowances Worksheet (Keep for your records.)

A Enter "1" for yourself if no one else can claim you as a dependent

B Enter "1" if:

C Enter "1" for your spouse. But, you may choose to enter "0" if you are married and have either a working spouse or more than one job. (Entering "0" may help you avoid having too little tax withheld.)

D Enter number of dependents (other than your spouse or yourself) you will claim on your tax return.

E Enter "1" if you will file as head of household on your tax return (see conditions under Head of household above)

F Enter "1" if you have at least $1,500 of child or dependent care expenses for which you plan to claim a credit.

G Child Tax Credit (including additional child tax credit)

H Add lines A through G and enter total here. Note: This may differ from the number of exemptions you claim on your tax return.

For accuracy, complete all worksheets that apply.

If you plan to itemize or claim adjustments to income and want to reduce your withholding, see the Deductions and Adjustments Worksheet on page 2.

If you have more than one job or are married and you and your spouse both work and the combined earnings from all jobs exceed $25,000, see the Two-Earners/Two-Job Worksheet on page 2 to avoid having too little tax withheld.

If neither of the above situations applies, stop here and enter the number from line H on line 5 of Form W-4 below.

Employee's Withholding Allowance Certificate

Type or print your first name and middle initial

Last name

Department of the Treasury
Internal Revenue Service

Form W-4

Employee's Withholding Allowance Certificate

For Privacy Act and Paperwork Reduction Act Notice, see page 2.

Your social security number

Home address (number and street or rural route)

City or town, state, and ZIP code

Date

Total number of allowances you are claiming if line H above or from the applicable worksheet on page 2)

Additional amount, if any, you want withheld from each paycheck

I claim exemption from withholding for 2003 and I certify that I meet both of the following conditions for exemption:

1. Last year I had a right to a refund of all Federal income tax withheld because I had no tax liability and
2. This year I expect a refund of all Federal income tax withheld because I expect to have no tax liability.

If you meet both conditions, write "Exempt" here.

Employee's signature

Date

Employee's name and address (Employer: Complete lines 1, 2, and 3 only if sending to the IRS.)

Employer identification number

If neither of the above situations applies, stop here and enter the number from line H on line 5 of Form W-4 below.
# APPENDIX D

## FEDERAL WORK STUDY REFERRAL

LEHMAN COLLEGE, CITY UNIVERSITY OF NEW YORK - 250 Bedford Park Blvd. West, Bronx, N.Y. 10468-1589

Phone: 960-8545

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TO BE FILLED IN BY AGENCY/DEPARTMENT

I accept this student for employment commencing

Name of Supervisor ____________________________ (please print)

Signature of Supervisor ____________________________

(One copy of this form must be returned to the Financial Aid Office, Shuster Hall, Room 104
one copy remains with the Employer and one copy is retained by the Student.)

FINANCIAL AID OFFICE
APPENDIX E

THE CITY UNIVERSITY OF NEW YORK
FEDERAL WORK-STUDY TIME SHEET

Please read instructions below before completing this form.

Agency Code: ____________________
Location Code: ____________________

Pay Period
From: _____/_____/_____
To: _____/_____/_____

Agency Name/College Dept. __________ Pay rate per hour __________

Work Location __________ Work Address (if different) __________

Supervisor’s Name (Print) __________ Work Telephone Number __________

Student’s Name (Print) __________ Student’s Social Security Number __________

TOTAL HOURS WORKED PER DAY

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Total Hours Per Pay Period: __________________

Supervisor’s Signature: ____________________ Date: __________

INSTRUCTIONS FOR COMPLETING TIME SHEET

1. Time sheets are for a two-week period in accordance with the Schedule of Payroll Periods. There is only one payroll period per sheet. Do not split pay periods.

2. Students can only be paid for hours actually worked. Federal and State laws 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. Be sure not to include such break in the total hours reported.

3. All entries must be made in ink and should reflect total hours worked per day. All changes on the time sheet must be initialed by the supervisor.

4. Supervisor must certify the student’s hours by signing time sheet in the space provided.

5. Students may not work more than twenty hours per week during the academic year, including Intersession and Spring Recess, unless modified otherwise by the college.

6. Supervisor is responsible for making sure the student do not earn more than his or her FWS award.

7. A late, improperly completed or an illegible time sheet will substantially delay payment.

White copy --- Student Financial Services, Yellow copy --- Supervisor, Pink Copy --- Student

18
APPENDIX F

LEHMAN COLLEGE
FEDERAL WORK STUDY SCHEDULE
FALL 2003 - SPRING 2004

<table>
<thead>
<tr>
<th>CYCLE</th>
<th>WORK PERIOD</th>
<th>TIME SHEET DUE</th>
<th>PAY DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>110</td>
<td>09/22/03-09/28/03</td>
<td>09/29/03</td>
<td>10/16/03</td>
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<tr>
<td>150</td>
<td>09/29/03-10/12/03</td>
<td>10/14/03</td>
<td>10/29/03</td>
</tr>
<tr>
<td>170</td>
<td>10/13/03-10/26/03</td>
<td>10/27/03</td>
<td>11/12/03 (A-L)</td>
</tr>
<tr>
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<td></td>
<td></td>
<td>11/13/03 (M-Z)</td>
</tr>
<tr>
<td>190</td>
<td>10/27/03-11/09/03</td>
<td>11/10/03</td>
<td>11/26/03</td>
</tr>
<tr>
<td>200</td>
<td>11/10/03-11/23/03</td>
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<td>12/10/03</td>
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<td>11/24/03-12/07/03</td>
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<td>12/22/03</td>
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FALL FWS ENDS

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SPRING 2004 SEMESTER

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<tr>
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<td>03/17/04</td>
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<tr>
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<tr>
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<td>03/29/04</td>
<td>04/21/04 (A - L)</td>
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<td></td>
<td></td>
<td>04/22/04 (M - Z)</td>
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<tr>
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<tr>
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<td>05/12/04</td>
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<tr>
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<td>05/10/04 - 05/16/04</td>
<td>05/17/04</td>
<td>06/09/04</td>
</tr>
</tbody>
</table>

ACADEMIC YR. FWS ENDS

PLEASE SEE NEXT PAGE FOR IMPORTANT INFORMATION AND INSTRUCTIONS.
INSTRUCTIONS AND INFORMATION

1. Time sheets must be submitted by the Federal Work Study Supervisor to Student Financial Services, Shuster Hall 081 in accordance with the Federal Work Study Schedule. Time sheets will not be accepted if hand delivered by the student.
2. Students may not exceed their Academic Year Federal Work-Study Award.
3. Students may not work more than twenty (20) hours per week during the academic year, including Intersession and Spring Recess. Maximum hours per week may be restricted by CUNY. Department supervisors will be notified if this happens.
4. Students may not work during their scheduled class time.
5. Students must be matriculated and registered for at least six credits/hours in each term. Students who drop below six credits must stop working immediately and report new enrollment status to the Financial Aid Office.
6. Students graduating after the Fall Semester must stop working by 12/21/03.
7. FICA Tax will be withheld during Intersession.
8. All off-campus, FEDERAL WORK STUDY wages will be subject to FICA withholding.
9. For every five (5) consecutive hours worked students must take a half-hour break.
10. FEDERAL WORK STUDY students and supervisors are responsible for monitoring the work-study earnings so as to not exceed the Academic Year Work-Study Award.

Signed FEDERAL WORK STUDY referrals and W-4 Form must be submitted to the Financial Aid Office, by the student, before work begins. Failure to do so will result in rejection of time sheets.