

## **Federal Work Study**

The Federal Work Study program (FWS) provides funding for students who qualify for financial aid and who must earn money to pay part of their educational expenses. This financial award gives eligibility to students who are matriculated and enrolled at least half-time at Schenectady County Community College to pursue FWS funded jobs on campus and with designated community service organizations. Preference in the awarding of Federal Work Study is given to early financial aid applicants until the available funds are exhausted.

Eligible students who have been offered Federal Work Study by the Financial Aid Office can view current job vacancies through the Career and Employment Services Web site at [www.sunysccc.edu/ces](http://www.sunysccc.edu/ces). Click on the “Job Seekers” link and then the Federal Work Study link to access information and to register into the College Central system which gives you access to FWS jobs along with other employment opportunities, internships and career related information.

FWS eligible students are able to review and apply for FWS positions posted in the system according to the procedures outlined in each job description. FWS supervisors will contact candidates to arrange for interviews on-campus before final offers are made. Remember that being eligible for FWS funding does not guarantee you a job on-campus, it just gives you access to apply for opportunities not available to other students. Federal Work Study positions are normally assigned on a first come, first serve basis.

The Career and Employment Services Office will require that students present documentation that establishes their identity and their employment eligibility. This is usually done by presenting a valid driver's license and social security card. Information on alternate documentation to satisfy this request is available upon request.

The pay rate for all Federal Work Study positions is \$8.50 per hour for the first year. The pay rate for students in their second year of work study will be \$8.75 per hour if they worked the entire first year.

Schenectady County Community College does not discriminate on the basis of age, race, creed, color, sex, sexual orientation, national origin, disability, veteran status, religion, or marital status in the assignment or hiring of any Federal Work Study positions.

Federal regulations require that a percentage of the Federal Work Study funds must be spent for Community Service jobs. These are usually located off campus at local non-profit agencies and organizations. Any student interested in a community service Federal Work Study job should contact the Coordinator of Career and Employment Services.

It is the STUDENT'S RESPONSIBILITY to determine if their Federal Work Study earnings will affect his/her eligibility for unemployment benefits, social services benefits, or any other government assistance programs prior to the beginning of his/her work assignment.

## **Student Employment Options**

Students who work on-campus provide an important service to both the College and the students who attend. From office support to laboratory set-up, dining services to tutoring, and note taking to childcare, students make a huge impact on the services provided by the College. If you're interested in supporting the services provided on-campus, speak with a representative within the Career & Employment Services Office. Working on-campus is not only convenient, but provides an additional means to developing strong relationships with faculty and staff who can be an important part of your career development. There are a few ways in which students find opportunities to work on-campus. The best place to start is with a visit to

the Career and Employment Services Office in Elston Hall, Room 222. You can also begin the process by registering with SCCC's College Central Network ([www.sunysccc.edu/ces](http://www.sunysccc.edu/ces)) or by contacting our office at 518.381.1365.

### **Federal Work Study Funded Positions**

Most students who work on-campus indicated interest in being considered for Federal Work Study (FWS) funding on their financial aid application (FAFSA). The Financial Aid Office notifies the student to review their financial aid eligibility on the SCCC web site. Students can access and review their on line Financial Aid eligibility to determine if they are eligible to apply for Federal Work Study positions. This eligibility is not a guarantee of employment, due to the fact that hundreds of students receive eligibility while only a limited number of FWS funded positions are available during the semester. Therefore, students who are eligible are encouraged to apply early to have the best chance to interview and be hired. Work assignments are primarily located in campus offices, the library, classroom laboratories, and at a few local community service agencies.

You may confirm if you have been awarded FWS funds by checking your eligibility on the Web at: [www.sunysccc.edu](http://www.sunysccc.edu). Go to Financial Aid and click on Web Access for Financial Aid. The Financial Aid Office is located in Room 222 Elston Hall and can be reached by calling 518.381.1352.

To access information on FWS jobs, as well as other employment opportunities throughout the capital region, students must register online with the Career and Employment Services Office using College Central Network. Go to: [www.sunysccc.edu/ces](http://www.sunysccc.edu/ces) and click on the "College Central" logo and register as a student. This will provide you will an account to access jobs, post your resume, and complete an online FWS application to use when applying for FWS or other types of jobs. Once campus staff review your application, they will contact candidates they wish to interview. If you do not receive a call or email two weeks after application, you may wish to contact the offices you're interested in to check the status of their interview process and to understand if you're being considered. Work closely with staff in the Career and Employment Services Office to expand your job search and be prepared to present yourself appropriately during the job search and interview process. NOTE: Students must visit the Career and Employment Services Office (Elston Hall, 222) in person to completed an I-9 form , which proves citizenship. This requires two forms of ID (See approved documents) and must be completed before you begin working.

**IMPORTANT NOTICE** for those receiving Unemployment Insurance Benefits: The NYS Unemployment Insurance Benefits Division (UIB) considers Federal Work Study (FWS) to be a job and it counts as the student working. If a student on UIB receives FWS wages they must report it as working and their UIB benefits will be reduced accordingly. Please contact your UIB representative to ask specific questions regarding any possible changes to your unemployment benefits if you decide to accept FWS employment.

### **Federal Work Study Student Rights and Responsibilities:**

1. This is a work program. You must earn the money awarded to you. Depending on your financial need, you will be awarded a designated amount of money to be earned during the academic year (September to May). The Career and Employment Services Office recommends an average number of hours per week each semester for your convenience.
2. Depending on your eligibility, you may work 10 hours per week during the fall and spring semesters when classes are in session. Please keep in mind that this is an average, so you may work more hours one week and fewer hours another. However, your total earnings for the semester cannot exceed your authorization. In some cases, students are eligible to work more than 10 hours per week. (During periods when classes are not scheduled you may have additional hours approved if authorized by the

Director of Financial Aid.)

3. The final authorization to work is completed at the Career and Employment Services Office. You cannot begin work until all paperwork is completed, including:
  - A. An authorization to work signed by the supervisor and Career and Employment Services
  - B. A W-4 Form
  - C. An I-9 Form which requires the presentation of documentation that establishes identity and employment eligibility, usually a valid driver=s license and social security card.
4. You must keep close track of the beginning date and ending date of your authorization. You may not work unless authorized. The usual dates of authorization are from the first day of classes to the last day of classes. The January intercession, and summer are not normally authorized periods and require authorization from the Financial Aid Office.
5. YOU MAY NOT:
  - A. Work more than eight hours in one day.
  - B. Work more than forty hours in one week.
  - C. Work more than six consecutive hours without taking a thirty minute unpaid break.
6. The work week begins on Thursday and ends on Wednesday. Time sheets are due in the Payroll Office by 9:00 a.m. every Thursday. They should be submitted to your supervisor by Wednesday. The timesheets must be delivered to the Payroll Office by your supervisor or a designated employee. Students may not hand carry time sheets. The Payroll Office has a limited amount of time to process time sheets, and if they are late, a paycheck may be delayed.
7. If you are unable to work, notify your supervisor as early as possible.
8. You cannot work during your scheduled class hours. This is extremely important and is subject to review and audit. Provide your supervisor with a class schedule so that no conflicts can occur.
9. Your time sheet must be completed in ink. You need to indicate the starting and ending times each day with times in and out for breaks for meals, etc.
10. If you withdraw to less than six credits (or stop attending classes) you lose eligibility for Federal Work Study and must stop working immediately.
11. If you're unhappy with your Federal Work Study assignment, speak with your immediate supervisor as soon as possible or the Coordinator for Career and Employment Services. Alternative positions may not be available, so seeking a positive solution to the situation may be best. If terminating your employment is required and you are still interested in another assignment, discuss your options with the Coordinator of Career and Employment Services Office.

**Disclaimer:** *The Office of Career & Employment Services makes no representations or guarantees about positions listed on its website and is not responsible for safety, wages, working conditions or other aspects of employment. It is the student/alum's responsibility for all necessary precautions when interviewing for or accepting positions and he/she is solely responsible for obtaining necessary information concerning the employer. The Office of Career & Employment Services abides by the principles set forth by NACE and expects employers who use its services to adhere to EEO guidelines and offer employment without regard to race, color, religion, gender, national origin, sexual orientation, disability, or citizenship unless legally required and provide equal opportunity to veterans of the Vietnam era. The Career & Employment Services office's website also contains links to other websites as a convenience for its users and is not responsible for the contents of any linked site. Anyone who discovers misuse or abuse of our website is encouraged to report the matter to the Office of Career & Employment Services.*