

Work-Study Supervisor's Letter

To: 2008-09 Work-Study supervisors
From: TC Rzepecki, Work-Study coordinator

The 2008-09 University at Buffalo Work-Study Program begins **August 25, 2008**. Below is a summary of the changes made to the program, along with a review of program procedures.

- **The first day of program August 25, 2008.**

- **The last date for the program:**

<u>Graduating:</u>	<u>End Date:</u>
Fall 2008	12/15/2008
Spring 2009	05/07/2009
Returning Fall 2009 Semester	06/30/2009

(Or as funding permits)

- The last day to turn in timesheets for the 2008-09 academic year is July 10, 2009.
 - *Work-Study postings, forms, calendars and the online timesheet are located on the [Work-Study Web page](#) (SARFS/Student Response Center Web site).*

1. Posting a job to the Web site:

Supervisors are now responsible for posting their own positions at hireworkstudy.buffalo.edu. If you have any questions regarding this procedure, please contact Megan Pendergast in Career Services at 645-2232, ext. 114, or mrp6@buffalo.edu.

2. Procedures:

Processing the Work-Study paperwork once you have hired a student.

Note: Only hire students who have an appointment form, this is proof they have a Work-Study award.

- Complete the appointment form making sure it has not expired. The supervisor's person number and the department entity code are required on the appointment form, along with the alternate supervisor's person number.
- Supervisor/student complete the 2008 W-4 federal tax form and the 2008 IT-2104 or IT-2104-E state tax forms and I-9 form which are available on the [Human Resources Web site](#).

- New appointment forms need to be filled out every academic year, **not** each semester. Tax withholding exemption forms need to be resubmitted in January. An appointment form is not complete without an accurate I-9 and correct documentation.
- Send the completed appointment form, 2008 federal and state tax forms and the I-9 forms to **120 Crofts Hall** for processing. These forms are due no later than 3 days after the student's start date. Please retain a copy of all forms submitted for your own records.
- Allow at least two weeks processing time from the time the appointment packet is received in University Human Resources before your student can access the online timesheet (see the Work-Study payroll calendar located on the [Work-Study Web page](#).)
- **Due to NYS requirements all Work-Study payroll checks will be processed in Albany. There could be up to a 4-week delay from the date you approve your student's timesheet before they receive their 1st paycheck. If timesheet deadlines are met, students will be paid bi-weekly going forward. Please ensure your student(s) are aware of the payroll lag. Emergency loans will be granted to accommodate this delay. Students should contact University Human Resources at 120 Crofts Hall, North Campus about emergency loans.**
- Make sure timesheets are completely filled out, electronically submitted and approved, or they will not be processed. This will delay payment.
- **Online timesheets are required. Student timesheets are accessed by going to: [UBBusiness - Federal Work-Study System](#)**
- **Supervisors Access:** Work-Study Supervisor Timesheet Approval Page at: [Federal Work-study Supervisor Information - University at Buffalo Human Resources](#) Click on *Supervisor Timesheet Approval Page* and enter your UBIT name and password.
- The coordinator has the right to audit and terminate departments from the Work-Study Program if procedures are not followed.

3. General Information regarding the Work-Study program:

- The Work-Study program is a federally funded program. This program assists students who demonstrate financial need as defined by the federal government.
- To be eligible to receive a Work-Study award, a student must:
 1. Demonstrate financial need
 2. Be a United States citizen or eligible non-citizen
 3. Be in good academic standing.
 4. Filed the FAFSA by 3/6/08.

Note: International Students are not eligible for the Federal Work-Study Program

- Starting pay for all students for 2008-09 is \$7.50 per hour. Increases can be requested in writing by e-mail from the supervisor, and sent to

rzepecki@buffalo.edu. Please provide the student's full name, person number, old pay rate, requested new pay rate, and the effective date (must be at the beginning of a payroll period). Increases are only accepted for future pay periods. This pay rate is for the current academic year only. If you increased the student's rate in a previous year, it will start at \$7.50 per hour this year, unless a request is submitted for an increase.

- Student's payroll checks are distributed based on the check sort code identified on the appointment form (a complete listing of check sort codes is available on the [Work-Study Web page](#))
- Lost or stolen checks should be reported by filling out the Work-Study lost check form and sending it to 120 Crofts Hall, or faxing it to 645-2605. There will be a 6-week delay in receiving a replacement check. **WE ENCOURAGE ALL STUDENTS TO ENROLL IN THE DIRECT DEPOSIT PROGRAM** (form available on the [Work-Study Web page](#))
- **All Work-Study appointment forms DO expire by the date listed on it.** Do not hire a student if the form has expired. Only TC Rzepecki, Work-Study coordinator, has the authority to extend this date. Expired forms submitted to 120 Crofts Hall will be rejected and the department may be responsible for wages earned by the student. Work-study awards are cancelled after the expiration date. Students may report to the Student Response Center (SRC), 232 Capen Hall, to find out if funds are available to re-apply. Requests will be granted based on student eligibility and available funding.
- **ALL SUPERVISORS MUST BE EMPLOYEES OF THE UNIVERSITY. STUDENTS ARE PROHIBITED FROM SUPERVISING OTHER STUDENTS, OR BEING AN AUTHORIZED SIGNER ON THEIR TIMESHEETS.**
- The Work-Study coordinator is not responsible for filling available positions. When a student is hired for a position, the supervisor should immediately estimate the hours that the student is available to work for the academic year. All awards listed are based on the academic year (not a semester). It is the student's and the supervisor's responsibility to monitor remaining balances. **THE FEDERAL WORK-STUDY PROGRAM WILL NOT COMPENSATE STUDENTS FOR ANY HOURS WORKED BEYOND THE DEADLINE DATES OUTLINED ON PAGE 1, AND/OR HOURS WORKED OVER THEIR ANNUAL AWARD. COMPENSATION FOR HOURS WORKED OVER THEIR ANNUAL AWARD AND/OR DEADLINE DATE WILL BECOME THE RESPONSIBILITY OF THE DEPARTMENT.**
- Students may not work over 20 hours per week while classes are in session. They may work up to 40 hours per week when classes are not in session (refer to the [Work-Study calendar](#)). If the student is a student assistant or graduate assistant at

the same time that they are working in the Work-Study program, they are limited to working only 20 or 40 hours in TOTAL between the 2 jobs. Graduate students are also required to have an extra service form on file at 120 Crofts Hall before an appointment can be processed. This is available through the student academic department or the Graduate School, 408 Capen Hall. **Remember, they are limited by their award amount as well.**

- Any monies not earned by the student at the end of the academic year are returned to the Work-Study fund. Balances do not carry over to next year, nor is it applied as a credit to their student bill. Funds may not be transferred to another student whose remaining balance may be running low.
- Students are not guaranteed to be awarded Work-Study every year. It is the student's responsibility to file their FAFSA every year by the financial aid priority date. For the 2008/09 year that date is March 6, 2008.
- We do not offer a summer Work-Study program. The University at Buffalo's Work-Study Program ends on the dates outlined on page 1 (or earlier depending on funding availability). Time sheets will not be accepted after July 10, 2009 for the 2008-2009 academic year.
- A student may only work in **one** department during any pay period. If a student would like to transfer to another department they may do so by obtaining and completing the **transfer form** on the [Work-Study Web page](#). Students should notify their previous supervisor with proper notice (2 weeks) of their intentions.
- It is the supervisor's responsibility to monitor the attendance and performance of the students hired. If they are not meeting your minimum standards of performance, you have every right to terminate them. This is a job, not paid study time, and should be treated as one by the student.

THESE PROCEDURES ARE MANDATED BY FEDERAL REGULATIONS AND IT IS IMPERATIVE THAT ALL SUPERVISORS ADHERE TO THESE GUIDELINES.

Thank you for reviewing this document, and please feel free to share this information with others and copy it as needed. I invite you to visit the [Work-Study Web page](#) so that you become familiar with the information. Thank you for helping to make the Work-Study program a success. As always, if you have any questions, feel free to contact me at rzepecki@buffalo.edu .