



Work-Study Handbook

For Students & Supervisors

Human Resources & Career Services
Phelps Smith Administration Building 001A
hr@paulsmiths.edu
(518)327-6374 telephone
(518)327-6161 fax

Work-Study Information & Procedures

Eligibility

- Students must demonstrate financial need to receive Work-Study Funds, and have checked the Work-Study box on their FAFSA Form (Financial Aid Application).
- Only the [Financial Aid Office](#) awards Work-Study.

Enrollment

- Students must be enrolled full-time in order to be eligible for Work-Study during the academic year and must maintain the minimum GPA required for [Financial Aid](#).
- You are required to view the **Work-Study Handbook**. Please visit the [Work-Study Web Page](#) to view work-study jobs that are currently available online.
- **Students must not exceed the amount of their work-study award.** The [Financial Aid Office](#) determines eligibility and awards for work-study. **For questions about your eligibility, status or award, please contact the Financial Aid Office with any questions you may have** (ADM 103 x6220 financialaid@paulsmiths.edu).

○ **ALL FORMS MUST BE COMPLETED TO BEGIN WORKING AT A SITE!**

You **must** have your **W-4 & I-9** filled out **before** you can receive a Work-Study Authorization Form. This is done at Orientation, Registration, Check-in or by visiting the [Human Resources Office](#).

- For the **I-9** form (proof of federal eligibility to work) **all documents of work eligibility must be originals, not copies.**

You must provide:

- **Two (2) original documents that establish both Identity**
(ex: *acceptable picture ID, such as driver's license or student ID card*)
and Employment Eligibility (ex: *social security card or birth certificate*);

OR

- **A Passport or acceptable document that establishes both.**

- All students** are required to complete a **new W-4** for *each academic year*.

A paycheck CAN NOT BE ISSUED until ALL employment documentation has been completed, AND your supervisor has submitted a timesheet of hours worked.

Employment

- Work-Study Students are **students first**, and Work-Study is secondary to their primary purpose for being here – their education! Work-Study shall not negatively affect grades and student involvement on campus. These jobs should offer a learning experience for the students and assist Paul Smith's College's faculty and staff. These are real jobs and students are expected to perform as professionals.
- **First Semester Freshmen** and **Transfer students** may interview and accept a position, but may not work until the second week of classes. This allows time to adjust your course schedules and acclimate to a new college environment. Incoming HEOP students who have attend a HEOP orientation session can begin working the first week of classes.
- The work-study student is hired for the academic year, unless otherwise noted.
- Students are encouraged to hold **only one job at a time**. Work-Study Students should inform their supervisors if they are working more than one location.
- Students are approved to work approximately 10 hours per week, based on a 15-week semester. This assures that they will not exceed the work-study award and allows some flexibility.
- Each site requires a Work-Study Authorization Form to be completed through [Human Resources](#) (ADM 001A).
- Students who are NOT eligible for Work-Study may apply for student temporary employment positions, but hiring priority is first given to work-study eligible students.
- When you find a job that interests you, set up an interview with the contact person listed in the online job posting. It is recommended that you take your Class Schedule and Work-Study Authorization Form with you to your interview.
- Once you are hired, both you and your site supervisor must sign your Work-Study Authorization Form. RETURN the SIGNED Work-Study Authorization Form IMMEDIATELY to [Human Resources](#). Please note that both signatures are required as well as an hourly rate of pay.
- Set up a work schedule with your supervisor. Keep a record of hours worked.
- If there are currently no openings, request to leave a copy of your resume and your available hours with the contact person.

Employment Policies

The following employment documents should be reviewed, signed and kept on file with other work-study documentation within the work-study site.

[Business Ethics Policy Statement](#)
[College Confidentiality Agreement](#)
[Drug Free Alcohol Free Work Place Statement](#)
[Equal Employment Opportunity Commitment](#)
[Policy Regarding Discrimination and Harassment in the Workplace](#)
[Incident Report](#)

Summer Work-Study Employment

- Positions are very limited in the summer.
- Students who have graduated are not eligible for summer work study.
- Students must check with the Financial Aid Office to verify they have funds available.
- Students must be attending summer classes **and** be enrolled full-time for the following semester.
- After June 30th, a student must be work study eligible for the following academic year and approved by the Financial Aid Office. **A new W-4 and Work-Study Authorization Form must be completed PRIOR to working.** *Any amount earned after July 1st reduces the total award granted for upcoming fall and spring semesters.*

Other Student Temporary Employment

IMPORTANT: You cannot automatically transfer from Work-Study status to PSC Student Temporary Employee status. Student hourly positions are limited on campus, as priority goes first to work-study eligible students. A student may be considered for a PSC Student Temporary position depending on the availability of jobs, qualifications and departmental budget. However, this process requires the student to fill out a **new** W-4 and I-9 through the [Human Resources Office](#).

Wages

- **Wages are not directly applied to tuition or to a student's account.** Wages are paid directly to the student or directly deposited into a bank account (**Direct Deposit** form must be filled out).
- Work-Study positions pay minimum wage, currently \$7.25 per hour. There are limited positions available that may pay more but require advanced skills and credentials.
- **When a student is within \$500 of completing their full award amount,** both the student and supervisor will be notified by the [Financial Aid Office](#). It is the responsibility of both student and supervisor to monitor hours carefully, so as not exceed their total work study award. The student can only earn the total amount of the award and *must not exceed his/her award amount*. Contact the [Financial Aid Office](#) for questions regarding eligibility and award amounts.

Submitting Work-Study Timesheets & Receiving Paychecks

Work-Study Supervisors must submit Work-Study Timesheets following the [Payroll Schedule](#). Please use the recommended Work-Study Timesheet. Work-Study Supervisors and Students must sign the Work-Study Timesheet before it is submitted to the Payroll Office by fax x6019 or in person by the Work-Study Supervisor to ADM 110.

Paychecks will be available for pick up with proper identification following the [Payroll Schedule](#) in the Packbasket Bookstore in the Joan Weill Student Center for five business days, then in Student Accounts ADM 101 for an additional five business days. If paychecks are not picked up they will be mailed to the address indicated on the W-4.

Work-Study Student Evaluation

Work-Study Supervisors are responsible to train Work-Study Students with regards to the responsibilities of the position and provide feedback as to work performance, punctuality and hours worked. Work-Study Supervisors are also encouraged to evaluate work-study students each semester. Please use the [Work-Study Evaluation Form](#) and keep a copy for your records.

Termination

The Work-Study Supervisor or Student may terminate employment at any time by following the [Work-Study Termination Procedure](#). After a suitable trial period, if the Work-Study Student is not performing the job satisfactory, it is the Work-Study Supervisor's option to terminate employment. Work-Study Students may resign their work-study position as well by giving advance notice to the supervisor, generally two weeks prior to the last day of work.

Questions

We want the Work-Study experience at Paul Smith's College to be a positive experience for faculty, staff, and students. If you have questions regarding the Work-Study process please contact one of the following offices for assistance.

Human Resources	ADM 001A	x6374	hr@paulsmiths.edu
Career Services	ADM 001	x6082	ddutcher@paulsmiths.edu
Financial Aid Office	ADM 103	x6220	finacialaid@paulsmiths.edu
Payroll Office	ADM 110	x6201	emayer@paulsmiths.edu