

INSTRUCTIONS FOR WORK-STUDY PLACEMENT

Spring 2025

1. Please keep the enclosed work-study eligibility letter in a safe place and present it to the supervisors with whom you interview. This letter establishes your eligibility to work and the number of hours you should work per week to earn the entire amount of your award. The work-study pay rate is \$15.50 per hour for all assignments.

2. On or after January 20, 2025, you may search for available Federal Work-Study (FWS) opportunities using BengalLink, the online resource for career advancement operated by the Career & Professional Education Center (CAPE). To access jobs, follow these instructions:

- A. Go to the CAPE website at: <https://cape.buffalostate.edu>
- B. Find and click on "BengalLink" in the upper right corner of the webpage and then click on "Students/Alumni Login".
- C. Enter your Banner ID into the prompt for username (with the B capitalized).
- D. If this is your first-time logging in to BengalLink, enter your last name into the prompt for password (with capitalization). Examples: Smith, McNeil, Vandermill-Oaknan
 - a. First-time users respond to the seven onboarding questions that facilitate use of BengalLink.
 - b. After responding to the questions, first-time users should change their password for security purposes. You can "Change Password" by clicking on your initials found in the upper right corner of the webpage.
- E. If this is not your first-time logging in to BengalLink, enter your new password into the prompt for password.
- F. Once on the BengalLink homepage, click on "Jobs/Internships/Volunteer" and "Search BengalLink Opportunities" along the menu on the left.
- G. To search available Federal Work-Study jobs, checkmark the box for "Work-Study (Federal)" under the "Jobs Type(s)" dropdown menu and click "Apply" to appropriately filter the list of job announcements.
- H. For details on any particular Federal Work-Study position, including instructions on how to apply, click on the position's job title.

3. As you review the listings, click on any results for positions of interest and read carefully to make sure you understand the kind of work you will be expected to do and any particular skills that will be required for that position. Also check to make sure your class schedule matches any specific hours the employer is expecting students to work. If there are no specific hours listed or they are listed as "flexible," then

you can assume the department will work around your schedule. You may begin working on or after January 27, 2025.

4. Call or visit offices to schedule interviews. Identify yourself as a work-study candidate and present your eligibility letter. The supervisor will interview you and advise you of the duties you will be expected to perform. You will also discuss your schedule to make sure it matches their needs. This is the time to ask any questions about the position, discussing any issues about your expectations or theirs.

5. If they agree to hire you and you agree to work for that department, the supervisor will download work-study paperwork to complete with you. All paperwork is located in the Federal Work Study section of the Financial Aid website.

6. If you are a work-study student for the first time, then ALL of the following forms must be downloaded from our home page under work study and returned to the Financial Aid Office prior to starting your employment:

- The federal and state withholding forms
- The Federal I-9 employment eligibility form
- The New York State Employee's Retirement Membership form
- HRMS-2 Personal Data Collection form
- The Payroll Appointment form

If you have held a work-study position within the last 36 months, and there are Federal I-9 and federal and state withholding forms already on file, then you only need to hand in:

- The Payroll Appointment Form
- HRMS-2 Personal Data Collection form

All employees should also complete the Conditions of Student Employment form which is held by the supervisor upon its completion.

7. If for any reason the department does not hire you or you do not choose to work for that department, simply refer to the job listings and resume your search. Job listings will be updated at least every 24 hours and available opportunities will be listed on BengaLink through February 14, 2025. You do not have to report back to the Financial Aid Office. Simply continue your search.

8. If you have questions about the process, contact the Financial Aid Office at 716-878-4902. If you have decided you do not want a work-study position, please go to Banner to decline the offer to let us know you are not interested in a work-study position.

9. Please note that this is a competitive process and students are not guaranteed a position.

10. All FWS timesheets will now be completed online at <https://www.suny.edu/time>.