



BUFFALO STATE  
The State University of New York

# Financial Aid for *Work-Study Supervisors*

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## ***FWS Homepage***

The [FWS homepage](#) provides a wealth of information and resources for both students and supervisors.

## ***File FAFSA Annually*** [top](#)

All students must file a [Free Application for Federal Student Aid](#) (FAFSA) in order to be considered for Federal Work-Study regardless of whether they previously had an award. The FAFSA becomes available October 1<sup>st</sup> of each year for the upcoming fall semester. Students should submit the FAFSA as soon as possible as FWS is awarded on a first-come, first-served basis.

### ***How you can help:***

- Remind your existing work-study students to file the FAFSA beginning October 1 of each year.
- Encourage students to review their award and contact the Financial Aid Office if they have any questions regarding work-study immediately.
- Remind students that they must be enrolled in courses that are required toward their degree program.

## ***Verifying Work-Study Eligibility*** [top](#)

Students must have a Federal Work-Study award to be eligible to apply for a work-study position. A few weeks prior to each semester, the student will receive an *Eligibility Letter for Work-Study*. This letter permits the student to search for a work-study position and details the maximum earnings they may earn. Supervisors must view this document before offering a position.

### ***How you can help:***

- Do not hire any students that cannot present you with an eligibility notice, even if you hired them in a prior year. Eligibility for work-study is not guaranteed year to year.
- Students that have misplaced their letter can obtain an eligibility slip from the Financial Aid Office.

## ***Submitting Required Paperwork*** [top](#)

Completed paperwork must be submitted to the Financial Aid Office for each student working in your office. The [handbook](#) and [website](#) describe which forms must be completed. Please refrain from keeping blank forms as they frequently change, and outdated forms cannot be used.

## ***Tracking Hours and Consequences of Exceeding Hours*** [top](#)

There are limits as to how much a student is permitted to earn each semester. It is the responsibility of the student and supervisor to ensure the limits are not exceeded. Students are not permitted to work more than **15.5 hours** in any week. **When students exceed their earnings limit or weekly earnings maximum, the department is responsible to make payment to the student from its own departmental budget.** In addition, work-study awards can increase or decrease during a semester. Therefore, supervisors should monitor their campus e-mail for any changes and encourage students to monitor Buffalo State email and Banner account.

### ***How you can help:***

- Use the [FWS Calculator](#) to track the student's hours.
- Request the student check their Banner and email regularly to monitor for changes.
- Ensure the student submits their timesheets in a timely manner. Most students will complete the timesheet in the [Time and Attendance System \(TAS\)](#) portal. Payroll will provide the supervisor with the SUNY# in the supervisor's TAS portal. This should be given to the student. Once submitted, the supervisor will sign-off in their own portal. This helps the Financial Aid Office to track hours and provide warnings to supervisors when workers are nearing their limits.

## ***Inform Students How to Collect their Paycheck*** [top](#)

Earnings are paid directly to the student via a paycheck or through direct deposit on a bi-weekly basis. Students should be directed to the [Payroll Office](#), Cleveland Hall 408, to pick up their paychecks or to complete the direct deposit form. To be paid in a timely manner, it is the student's responsibility to turn in the signed timesheet bi-weekly to their supervisor. **Be advised that FWS earnings are never applied to the student's bill.**

## ***Fraudulent Timesheets*** [top](#)

Timesheets must be completed accurately and truthfully. Falsification of a time sheet is a serious offense. For off-campus employment, only the supervisor or another staff member may deliver paper timesheets to Payroll.

### ***How you can help:***

- Keep track of and review the reported hours before authorizing the timesheet.
- If you suspect the student has falsified their timesheet, notify the Financial Aid Office.

## ***How to Terminate Positions*** [top](#)

Students may be terminated for a variety of reasons. Instances of these behaviors should be documented and discussed with the student. If the behavior continues, the student should be given a written warning detailing the issues and consequences, as well as a corrective action plan including the timeframe, by which to resolve the conflict. In certain instances, when the safety and/or well-being of the campus or its constituents are at risk, an immediate dismissal may be required.

### ***How you can help:***

- In all instances of termination or resignation, the supervisor must notify the Financial Aid Office Federal Work-Study Coordinator.

### ***Requesting Returning Students*** [top](#)

Understandably, supervisors often prefer student(s) to return to the position for which they are trained. This can be accommodated but it is critical that the student files their FAFSA as soon as possible and check Banner to accept the award offer. The FAFSA can be submitted beginning October 1 of each academic year for the upcoming fall and spring semesters. In addition, supervisors must request returning students in May for pre-placement for the following fall semester.

#### ***How you can help:***

- Refrain from holding positions for prior students that have not been awarded a work-study award.

### ***Work-Study versus Student Assistant Positions*** [top](#)

Federal Work-Study positions are funded, in part, by the federal government. Therefore, only eligible students are permitted to work under the work-study program. Work-study is awarded to students that complete the FAFSA and are otherwise eligible on a first-come, first-served basis. Student Assistants are temporary employees of the College and are not bound by federal financial aid regulations. Students not eligible for work-study should be encouraged to seek [student assistant positions](#).

### ***Notify the Financial Aid Office if Supervisors Change*** [top](#)

Please contact the Financial Aid Office any time a supervisor is changed. This allows for improved communication and instruction.