MEMORANDUM

TO: All Federal Work-Study Supervisors

FROM: Rick Cole; Assistant Director – Operations
Office of Financial Aid

DATE: 2015-2016

SUBJECT: Federal Work-Study Supervisor Letter

The 2015-2016 University at Buffalo Work-Study Program begins August 31, 2015 the first day students may work. Below is a brief review of program procedures. Additional information and reminders will follow, but this letter should have everything necessary to get your departments listings up and running for the 2015 fall semester.

Posting a job to the Website:

Supervisors are responsible for posting their own positions. On-Campus Supervisors are encouraged to post their jobs with Career Services.

To post your vacancy, please create an account in Career Services online system, Bullseye. Please go to this page to begin the process: http://www.buffalo.edu/career/BullsEye.html New users will need to create an account before they post their position.

They can also contact Shannon Mahany at 716-645-4641 or by email at smahany@buffalo.edu.

***Just a reminder: Work study jobs will not go live until the students receive their work study appointment letters in early to mid-August. The first batch of Work Study appointment letters will go out the week of August 3rd. Subsequent batches will continue to be sent as students are packaged through the end of summer. Only students who have accepted their work study will receive an appointment form.

Also, as part of Opening Weekend, Career Services will be hosting an On-Campus Jobs Fair on Friday, 8/28/15 at 1:30-2pm in the Student Union Flag Room.

Register for the On-Campus Jobs Fair through BullsEye
Changes to the program for 2015-2016:
Due to cutbacks in federal funding, the work study program has needed to make changes to best serve our student population and the departments that hire them. There are no exceptions to the new policies and procedures.

Changes:
- Students are limited to 12 hours/week while classes are in session. They can work up to 28 hours/week during breaks and holidays provided they are performing necessary work duties, and that they have the funds available to work this many hours.
- The wage scale for all FWS students is $9.00/hour. The goal for this program is to have students work reasonable hours during class sessions and to have their funds last throughout the full academic year. Departments will be responsible for tracking these hours accurately. If a student exceeds their work study allotment, departments will be required to pay the student out of department funds.
- Students will be awarded $1200.00 for the school year, with no availability to increase this amount.

Eligible Students will be notified by the office of Financial Aid in a Communication Generated email that they have received a work study award. Students will need to print out this email, because this is their appointment form. The student will have one appointment form, and when they have found a job opening, the FWS supervisor will complete the appointment form, along with 2015 Federal W-4 form, State IT 2104 form, the I-9 form, and NYS retirement option if necessary. Find the forms required to hire College Work-Study students at: http://www.buffalo.edu/hr/college-workstudy/supervisors.html

Please note: Students cannot work, or be paid until all of these forms are completed and on file with Human Resources in 120 Crofts Hall. Forms are due within 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.

Very important:
How to approve a student’s timesheet:
1. Go to the website: http://www.buffalo.edu/hr/college-workstudy.html
2. Click on the link for: College Work-Study for Supervisors
3. Manage Work-Study Time Sheets
4. You will then need to enter your UBITName and password. The same you use to log into your computer.
5. Click HOME
6. Select View All from the Individual Student drop down menu
7. Select Active from the Active/Inactive drop down menu
8. A listing of timesheets submitted by your students will appear.
9. Click on the link next to each available timesheet to review and approve them.

If you have any other questions concerning the approval of hours, please contact Human Resources at 645-7777 to speak with a payroll examiner.

Lastly, students can only be hired by one department. The department that is on file first with Human Resources will be the department that the student works with.

I want to thank every Department and Supervisor that participates with the Federal Work Study program. Our students have a great opportunity to participate within the University beyond the classroom. For many, it can be an important first step towards understanding the importance of doing a job well done. I encourage every department to challenge your students with meaningful tasks and allow your students the opportunity to be part of your team. Lastly, please contact me if you need any assistance throughout the year in regards to the work study program. If a student approaches you and states that they should have received work study for the current year, and they have not been awarded, please refer the student to their assigned Financial Aid Advisor. We will make every attempt to award the particular student, but it needs to be decided in our office.

Here’s to an excellent 2015-2016 academic year!

Sincerely,

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Federal Work Study Coordinator
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