



2023-2024 Federal Work Study Supervisor Information

The FWS Office is now accepting Federal Work Study job postings for the 2023-2024 academic year. Job descriptions are accepted on an ongoing basis, however, it is recommended that you post your FWS position and submit your signed Supervisor Information Form and Statement of Supervisor Responsibilities Form as soon as possible. **Placement is set to begin as of Monday, September 25, 2023.**

On the [Lehman College Employment website](#), you should indicate on your job description the following start and end dates:

- Fall/Spring Jobs: 09/25/2023 – 05/22/2024
- Fall Only Jobs: 09/25/2023 - 12/20/2023
- Spring Only Jobs: 02/13/2024 – 05/22/2024

All FWS jobs must be identified as either remote, on-campus or hybrid. During the interview, students must be informed that internet access will be required for remote and hybrid jobs.

Important:

- **Students should not begin to work until the student and supervisor receive a hire approval email confirmation.**
- **Spring 2024 Incoming Freshman and Transfer students will not be eligible to work until after 02/13/2024**

All FWS supervisors for the 2023-2024 academic year must complete and return the Supervisor Information Form and Statement of Supervisor Responsibilities Form to our office for supervisor eligibility confirmation before FWS jobs will be reviewed for listing on the website. Supervisors are encouraged to submit these two forms as soon as possible.

All FWS supervisors MUST be Full-Time employees. Part-time staff and college assistants are not eligible to become FWS supervisors. FWS students cannot replace regular employees.

Supervisors are encouraged to assign an alternate supervisor to avoid delay in students' FWS payments. If a primary supervisor is unavailable due to unforeseen circumstances to approve student timesheets, the alternate supervisor has access to approve timesheets. Both the primary and alternate supervisors MUST be users on the Lehman Student Employment website, and both must sign the Statement of Supervisor's Responsibilities Form and the Supervisor Information Form. Timesheets can only be approved online by the supervisor or alternate supervisor. The Supervisor Information Form and the Statement of Supervisor's Responsibilities Form must have the same signatures. Read the Statement of Supervisor Responsibilities Form carefully for more information regarding FWS.

Supervisors are responsible for supervising students while they are working. Students cannot work before their approved hire date, after the last date to work, in excess of their award or after the student falls below 6 credits. The department will be responsible for paying the student in these cases. Both supervisor and student are responsible for monitoring hours worked.

Supervisor Process

1. You must print, complete and provide only handwritten signatures on both the **Supervisor Information Form and the Statement of Supervisor's Responsibilities Form** before scanning and submitting them back to the FWS office. Signature stamps/typed signatures/white out is not allowed on these forms. Complete in dark blue or black ink only.
2. Once you have completed and signed both forms. [Click here](#) to submit.
3. Upon submitting the forms, you may post your FWS job description by visiting the [Lehman Employment website](#). For instructions on how to post a job description [click here](#).
 - a. Once your Supervisor Information Form and Statement of Supervisor Responsibilities Form have been submitted, please allow at least 1-2 weeks for FWS jobs to be reviewed for approval.

You may choose to create a new job or edit your job(s). Remember that you MUST include in your job posting whether your position is either remote, on-campus, or hybrid. Students must be informed during their interviews that internet access will be needed for remote/ hybrid positions. Also, select the number of employees you would like to hire. **Some job descriptions may be edited by the Financial Aid Office before the job is approved for listing.**

Once your positions are posted, students will be able to view and apply for them. We encourage you to answer students' application as quickly as possible in order to expedite the hiring process.

- Select the students you are interested in hiring and schedule interviews once you have received their applications. We encourage you to interview each student before submitting the hire request.
- Reject hire: If you are not interested in interviewing a student, please send the student a rejection e-mail. If you do not inform students of their rejection, they may not pursue other jobs.

Prospective Hire

Once you are ready to hire a particular student after you have informed them of your interest, you should submit a "Hire Request" by clicking the "Actions" drop down menu and choose the "Hire Applicant" option. Do not choose the "Hire Applicant" option until you have interviewed the student. Doing so will prevent another supervisor from hiring the student for their department. A hire request must be sent before the student can submit the documents to the Federal Work Study Office to complete the placement process.

Once the Federal Work Study Office has verified the student's eligibility, received, reviewed and accepted all required forms and documents, your hire request will be reviewed for approval. **Once approval is granted, both you and the student will receive an e-mail indicating the student's start date. Employment cannot begin until you and the student receive this e-mail.** The hire approval e-mail will serve as the FWS contract. Both the supervisor and student will receive the e-mailed contract. It will indicate the start date of employment and FWS information pertaining to the FWS Supervisor and Student agreement. **Retain a copy for your records.**

Students must clock in and out using Timesheet X according to the schedule that was agreed upon during the interview. Students will not be allowed to clock in if they drop below 6 credits at any point throughout the semester.

Important Notice: The Financial Aid office is not responsible for paying students who have exceeded their award, worked before their hire date, after the student falls below six (6) credits, during scheduled class times or after the last day to work. Your department will be responsible for paying the student. Students who work and are not eligible for federal work study will not receive payment from the Financial Aid Office. Your department is responsible for payment of student wages earned. Students must also be in good academic standing and maintain a minimum of 6 credits enrollment for the semester.

Timesheet Information

Timesheets must be submitted electronically via the Student Employment website. The Federal Work-Study [2023-2024 Payroll Schedule](#) will also be available on the Lehman Student Employment website and be provided via e-mail to you.

The payroll schedule is designed for supervisors and students to be able to track the time FWS students work. To ensure students do not exceed their award, both supervisors and students are responsible for keeping track of the hours worked.

Lehman Student Employment Timesheet Deadlines:

- Students are required to submit timesheets electronically by the Saturday 11:59 PM deadline date recorded on the FWS payroll schedule.
- Supervisors are required to review and approve student FWS timesheets electronically by the Monday 5:00 PM deadline date recorded on the FWS payroll schedule.
- If the student does not submit the timesheet by the deadline date, supervisors must take possession of the timesheet, record the hours the student worked and approve the timesheet by the supervisor deadline.
- Students are not permitted to electronically approve their own and/or other students' FWS timesheets.
- If a timesheet is rejected, it is the supervisor's responsibility to correct and resubmit the timesheet.
- Supervisors must dismiss time sheets for any pay periods the student does not work.

If you have any questions, please email us at fedwork.study@lehman.cuny.edu