



**STUDENT
EMPLOYMENT
HANDBOOK
2009-2010**

**STONY
BROOK**

STATE UNIVERSITY OF NEW YORK

OFFICE OF FINANCIAL AID AND SCHOLARSHIP SERVICES

Table of Contents

PREFACE	3
MISSION STATEMENT	3
OVERVIEW OF STUDENT EMPLOYMENT	4
FINDING EMPLOYMENT AT STONY BROOK	4
TYPES OF EMPLOYMENT AVAILABLE TO STUDENTS	5
REQUIREMENTS FOR EMPLOYMENT	5
HOURS	6
WAGE	7
INCREASING A STUDENT’S WAGE	8
DUAL APPOINTMENTS	8
ELIGIBILITY CRITERIA	8
TIME SHEETS AND PAYCHECKS	9
PERIOD OF ELIGIBLE EMPLOYMENT*	10
EMPLOYER/ EMPLOYEE CONFLICTS	10
ADDITIONAL INFORMATION	11



Preface

The Office of Financial Aid and Scholarship Services has prepared this handbook to familiarize student employers with the policies and procedures governing the Federal Work-Study and Student Assistant programs. We have worked to provide users with a clear and concise resource; if you require additional assistance the Office of Financial Aid and Scholarship Services will be pleased to assist you.

Mission Statement

The mission of the Office of Financial Aid and Scholarship Services is to assure that the delivery of student aid funds are conducted with the highest degree of accuracy, expediency, integrity, and sensitivity to student and employer needs.

Overview of Student Employment

The student employment programs at Stony Brook University serve several purposes. They provide financial support for Stony Brook students who choose to work while attending school and furnish students with a vital educational experience. Students receive help with financing their education and develop important skills that will be useful in securing meaningful employment after graduation. In addition, the University is able to benefit from the intelligence, talent, and hard work of students to support daily operations.

To assist both students and employing departments, the Office of Financial Aid and Scholarship Services strives to centralize information about employment opportunities, maintains standard practices and procedures for student employment, and increases the number and variety of available on-campus positions.

Finding Employment at Stony Brook

The University has implemented the use of a Web-based student employment system integrating processes with financial aid, student records, human resources and payroll.

Students will now have the opportunity to view vacant on-campus student assistant and federal work-study positions via the SOLAR System. It is primarily the student's responsibility to initiate the search and to contact prospective employers.

The office will continue our commitment to on-campus employment by hosting our annual Job Expo. Both students and hiring departments are invited to participate. The expo provides an opportunity for departments to solicit applications for job openings they anticipate for the upcoming academic year. They can interview and hire students immediately if they so choose. Students have an opportunity to gather information about a broad range of available positions. It is our hope that the Job Expo provides a one-stop shopping opportunity for both students and hiring departments.

Types of Employment Available to Students

Students can be employed through two different student employment programs at Stony Brook:

- ✓ The Federal Work-Study (FWS) Program
- ✓ The Student Assistant Program

Employment must not: (1) impair existing service contracts; (2) displace employees; (3) fill jobs that are vacant because the employer's regular employees are on strike; or (4) involve the construction, operation, or maintenance of any part of a facility used or to be used for religious worship or sectarian instruction.

Student wages administered through the **Federal Work-Study Program** are paid primarily with a federal subsidy. Federal funds cover 75% of the student's salary and institutional funds cover the remaining 25%. The student's eligibility for FWS funding is based on financial need as determined by the Office of Financial Aid and Scholarship Services and is reported on the student's financial aid award notice.

The **Student Assistant Program** is subsidized entirely by Stony Brook University. The hiring department is responsible for funding the salaries of its student employees.

There are a wide variety of positions available through both the FWS and Student Assistant programs. Following are several examples:

- ✓ project-related clerical
- ✓ tutor
- ✓ lab assistant
- ✓ computer programmer
- ✓ project coordinator
- ✓ publications assistant

Requirements for Employment

Social Security Number:

A student is not eligible for employment under the Federal Work-Study or Student Assistant program unless they have a valid **SS#**.

If a student has recently received a valid **SS#**, the student needs to go to the Registrar's office, Room 276 Administration, to update their record. If the student is an international student, please refer the student to International Services, Room 2401, Computer Science Building, for assistance.

Hours

Students who do not have any work hour restrictions may work up to 40 hours per week.
Students who do have work hour restrictions may work up to 20 hours per week.

Work Hour Restrictions that are in place for all student employees:

- ❖ According to Section 161 of the NYS Labor Law, between Sunday and Saturday a worker must have one consecutive 24 hour period of rest.
- ❖ According to Section 162 of the NYS Labor Law, a worker must take a 30 minute break after working 6 consecutive hours. If a student has more than one assignment, they still must take a 30 minute break if 6 hours of consecutive work was performed. Students must take into consideration the time it takes to go from one assignment to another when logging in their hours.

Student Specific hour restrictions for the following students:

- ❖ Students on academic probation
- ❖ Graduate students receiving a stipend
- ❖ International Students

The student employment clearance page will define the specific restrictions for each student.

The total number of hours a FWS student may work during the academic year is determined by the amount of his or her FWS award, the hourly wage paid to the student, and the number of weeks the student intends to work. For example, a student with a \$2,200 FWS award earning \$7.15 per hour and working a full academic year (approximately 31 weeks) may work on average ten hours per week. A student choosing to work a greater number of hours per week will exhaust his or her award before the end of the academic year and will not be able to work thereafter through the FWS Program. Federal Work study students may not work more than 40 hours per week.

- **Both the student and the supervisor should closely monitor the FWS student's award balance to ensure that the student does not work beyond his or her eligibility. Students who exceed their allocated awards must be compensated through departmental funds.**
- **If a student has exhausted his or her FWS award and the department wishes to continue employing him or her, the employer must pay the student with departmental funds.**

Wage

The University currently allows for a variable wage scale. The minimum hourly wage is \$7.15 (*Please note: the University minimum wage can never be set lower than the federal minimum wage and is therefore subject to change*). Effective July 17, 2008, the maximum hourly wage is \$16.72 for FWS students and \$16.72 for Student Assistant employees. Effective July 23rd, 2009 the minimum hourly wage will increase to \$7.25.

We offer the following guidelines for determining appropriate salaries for your student employees:

Grade 1:

Requirements: performance of simple tasks, little or no experience, minor responsibilities, direct, frequent supervision.

Examples: general office clerk, library assistant, laboratory dishwasher, maintenance assistant, and desk monitor.

Salary Range: \$7.15 - \$8.00

Grade 2:

Requirements: performance of moderately complex duties, previous experience and/or specialized training, a moderate degree of self-sufficiency and decision making ability.

Examples: administrative assistant, data entry clerk, library assistant, customer service representative, tour guide, stage technician, laboratory assistant, child care assistant, and security assistant.

Salary Range: \$8.00 - \$9.00

Grade 3:

Requirements: performance of duties which are high in complexity, extensive experience or training, high level of decision making and self-sufficiency, limited supervision.

Examples: tutor, counselor, computer programmer, event/project coordinator, research assistant, bus driver, training specialist, and publications assistant.

Salary Range: \$9.00 - \$16.72

It is suggested that supervisors offer their FWS and Student Assistant employees hourly wage increases based on satisfactory performance.

Student Payroll FICA Regulations:

- Students are exempt from FICA taxes during the academic year.
- Students are subject to FICA taxes during the summer unless enrolled for at least 3 credits during the summer session in which they are enrolled.

Increasing a Student's Wage

If the first timesheet has not been submitted, the hourly rate can be changed on the student employment assignment page.

If the first timesheet has been submitted the employer must submit an e-mail to the student payroll coordinator, William Meyer. The e-mail must include the student's name, Stony Brook ID number, new hourly wage, budget account number and effective date of increase.

A department who initially charged a student employee's salary against one budget account number and wishes at a later date to substitute another account number can accomplish this by creating a new position and clearing the student on a new budget account number. **Changing the budget account number on an existing appointment is not permitted.**

Dual Appointments

A student may hold multiple student employment positions concurrently. Employers may be subject to pay overtime wages if the student they employ works a combined total exceeding 40 hours in one work week. Please review the work hour restriction information defined in the Hours Section of this document and be sure to convey to the student that these regulations must be adhered to with relation to multiple assignments.

Eligibility Criteria

Student Assistant: Summer Employment

Students wishing to work under the Student Assistant Program for the summer must be registered for Summer 2009 or for the upcoming Fall 2009 semester **AND** matriculated in a degree or certificate granting program.*

Student Assistant: Academic Year

Students wishing to work under the Student Assistant Program must be enrolled **AND** matriculated in a degree or certificate granting program during each semester for which they seek employment.*

Federal Work-Study: Summer Employment

Students wishing to work under the FWS Program during the summer must be enrolled for at least three credits **AND** matriculated in a degree or certificate granting program.*

They must also:

- ✓ Complete a Free Application for Federal Student Aid (FAFSA) each academic year for which they wish to be considered for FWS. This application must be received by the federal processor no later than **March 1st** prior to the summer semester for which they are applying.
- ✓ Submit an Application for Summer Federal Work-Study to the Office of Financial Aid and Scholarship Services. Applications will be considered on a funds available basis.
- ✓ Register for classes.
- ✓ Submit any requested documentation to the Office of Financial Aid and Scholarship Services in a timely manner.

*** Students not matriculated at Stony Brook will be eligible to work if they are matriculated in their home school and taking classes at Stony Brook as part of the National Student Exchange or Study Abroad Programs.**

Federal Work-Study: Academic Year

Students wishing to work under the Federal Work-Study Program during the academic year must be enrolled **AND** matriculated in a degree or certificate granting program during each semester for which they seek employment.

They must also:

- ✓ Complete a Free Application for Federal Student Aid (FAFSA) each academic year for which they wish to be considered for FWS. The application must be received by the federal processor no later than **March 1st** prior to the fall semester for which they are applying.
- ✓ Students must receive and accept an offer of FWS for the academic year. This offer will be made in the student's Financial Award Notice and can be viewed and accepted on-line using the Solar System. *(Please note that due to limited funding, not all students qualifying for FWS will receive an award. In addition, receipt of a FWS award for one semester does not guarantee future awards.)*
- ✓ Submit any requested documents to the Office of Financial Aid and Scholarship Services in a timely manner.

Time Sheets and Paychecks

Students will be logging in and out daily as they work. They will be using the Solar System Student Employment Time Sheet section to complete this task. Authorizers will approve or deny time sheet entries. It is recommended that this be done on the Thursday, immediately following the end of the pay period. This will afford the department 24 hours to reconcile any discrepancies with the student. Time sheet approvals submitted after Friday at 5:00 PM will be included in the next pay period.

Paychecks are available on alternate Fridays and should be picked up by 12:00 noon by the authorized signatory from each department. Any discrepancies in a student's paycheck should be reported immediately to the Student Payroll Office and resolved as soon as possible.

A table defining pay period dates can be found on the Solar System Web site. Using the navigation pane on the left side of the Welcome Page, click ***For Employees/Student Employment/Pay Periods.***

Period of Eligible Employment*

Student Assistant

- Summer Term 05/21/09 – 08/19/09
- Academic Year (Fall/Spring) 08/20/09 – 05/19/10
- Spring Only Term 12/24/09 – 05/19/10

Federal Work Study

- Summer Term 07/01/09 – 08/19/09
- Academic Year (Fall/Spring) 08/20/09 – 06/30/10
- Spring Only Term 12/24/09 – 06/30/10

* Student must be enrolled to be work eligible.

Employer/ Employee Conflicts

Occasionally, work-related problems arise. When this occurs, the employer and employee should attempt to resolve the problem informally. Often, discussion between the two parties brings about a resolution. However, many problems can be averted through open communication of realistic expectations on the part of both the supervisor and the employee.

The following guidelines have been used successfully in dealing with employer/ employee conflicts:

- ✓ Address problems as they arise, not after they accumulate.
- ✓ Deal with minor concerns before they become major problems.
- ✓ Review responsibilities, duties and expectations. Make sure they are clear to both the supervisor and the student.
- ✓ Avoid personalizing critical moments. Discussions regarding performance should be conducted in private.

Additional Information

If you have any questions regarding the Federal Work-Study program; please contact

The Office of Financial Aid and Scholarship Services
180 Administration
Zip: 0851
Phone: 2-6840

Office hours are as follows:

- ◆ 8:30 a.m. to 4:00 p.m.: *Monday, Wednesday, Thursday and Friday*
- ◆ 10:00 a.m. to 4:30 p.m.: *Tuesday*

If you have payroll/time sheet questions please contact:

Human Resource Services/Student Payroll
390 Administration
Zip: 0751
Phone: 2-4446

- ◆ 8:30 a.m. to 5:00 p.m.: *Monday, Tuesday, Wednesday, Thursday and Friday.*

The University at Stony Brook is an affirmative action/ equal opportunity employer.