

## Federal College Work Study Program - Syracuse University (SU FCWS)

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SUNY Upstate Medical University currently has a contract with Syracuse University to employ their students in the Federal College Work Study Program, which currently extends through **June 30, 2008.**

The Federal College Work Study Program with Syracuse University is coordinated through the Human Resources Department for the placement of Syracuse University students at Upstate Medical University and is separate and distinct from the Upstate Medical University Federal College Work Study program which is coordinated through the Office of Financial Aid for the placement of Upstate Medical University students in work study positions.

The current contract with Syracuse University mandates several specific procedures that affect the appointment and payment arrangements for the Federal College Work Study students who are hired at Upstate Medical University. Specifically:

1. Upstate Medical University is required to act as the paymaster for all Federal College Work Study placements. This means that all SU FCWS students hired by Upstate Medical University departments will be employees of Upstate Medical University.
2. As Upstate Medical University employees, the recruitment of SU FCWS students will begin upon receipt of an approved F-1. A special SU FCWS F-1 form has been developed for this purpose and is attached.

NOTE: All requests for SU FCWS students for campus (non-hospital) departments which State accounts are the source of funds must be approved by the appropriate Vice President. All requests for SU FCWS students for hospital departments for which State accounts are the source of funds must be approved through the normal F-1 approval process (Policy R-09)

3. SU FCWS students will be appointed to the State payroll as Student Assistants. The hourly rate is \$6.00 to \$14.18 per hour.
4. As State employees, SU FCWS students will be paid on a bi-weekly lag payroll basis. They will be required to complete daily time records on the Upstate-FCWS time sheet.
5. SU FCWS students, as all Upstate Medical University employees, must receive Employee Health clearance in order to work at Upstate Medical University. The Employee/Student Health Office will provide the necessary physical examinations. The physical examinations will be scheduled by the Human Resources Department at the time the SU FCWS placement is approved.
6. The students SU FCWS award will cover **50%** of the gross wages earned by the students within their approved Federal College Work Study award limit and the hiring department will be responsible for funding **50%** matching portion plus 100% of applicable overhead

charges. The following indicates the percentage of salary charged to the department, depending on the sources of funds used.

State Purpose Temporary Service Allocation - will be charged **58%** of the student's salary.

State Income Fund Reimbursement (IFR) - will be charged **58%** of the student's salary.

Federal Research Foundation Grants - these grants will be billed at **50%** of the student's salary. However, overhead can not be charged to a federal grant, therefore, the user must provide a second department research grant to be charged the remaining **17%**.

Non-Federal Research Grants - if a non-federal grant is used, it will be charged at **67%** of the student's salary.

Faculty Student Association - this organization will be billed at **67%** of the student's salary.

If you are interested in employing a new SU FCWS student, please submit an approved SUCWS F-1 to the Human Resources Department. If you would like to retain or re-hire a student previously employed, please submit an SUCWS F-1 indicating on the form that your request is for a returning student and include their name and phone number on the form. If you have any questions, please contact Lucy Temelkovski at 464-4931.

Please keep in mind that most Syracuse University students who have a FCWS award will be seeking employment at the start of the Fall semester, which begins at the end of August. It is suggested that approved F1's are received by the Human Resources as soon as possible in order to ensure it is processed to Syracuse University prior to students arriving for the Fall semester.