

# STOCKTON UNIVERSITY



## PROCEDURE

### **Federal Work Study Employment**

Procedure Administrator: Chief Enrollment Management Officer  
Authority: N.J.S.A. 18A:64-8  
Effective Date: June 30, 1976; September 22, 2009; July 28, 2010; March 16, 2021  
Index Cross-References: Policy III-70: Financial Aid Program  
Procedure File Number: 3710  
Approved By: Dr. Harvey Kesselman, President

The Financial Aid Office administers the federally-funded Federal Work Study program under the direction of the Director of Financial Aid and receives requests for and by students for employment.

Federal Work Study is a “need-based” financial aid program which provides students part-time employment opportunities to assist with the costs of post-secondary education. The Financial Aid Office evaluates student applications and awards those students who qualify for financial aid.

The student may conduct a job search online via the online recruitment system on the Career Education & Development’s website. Once hired, the student is instructed to visit the University’s Financial Aid website to access and complete the required employment documents: Employment Form, Direct Deposit Form, electronic I-9, and W-4s. Students are paid bi-weekly through the Payroll Department.

The Office of Financial Aid is responsible for:

- Awarding Federal Work Study up to the federal allocation;
- Maintaining accurate records of expenditures and balances for the student work program;
- Reconciling payroll records with the student’s financial aid award to ensure that student earnings do not exceed the awarded amount; and
- Opening and closing Federal Work Study assignments with the Payroll Department upon exhaustion of award funds.

The hiring department/office is responsible for:

- Interviewing and hiring students;
- Approving work hours; and
- Monitoring student earnings to assure earnings do not exceed the allotted work study award.

Review History:

	Date
Procedure Administrator	01/22/2021
Divisional Executive	02/02/2021
General Counsel	02/27/2021
Cabinet	03/15/2021
President	03/16/2021