

2020/2021 STUDENT HANDBOOK

OFF-CAMPUS WORK STUDY PROGRAM

BROUGHT TO YOU BY
THE OFFICE OF CAREER ADVISING AND DEVELOPMENT
IN COLLABORATION WITH
THE OFFICE OF STUDENT FINANCIAL AID

E: OCWS@LEMOYNE.EDU
O: (315) 445-4185

LE MOYNE
Greatness meets Goodness®

The Off Campus Work Study (OCWS) program is an exciting and evolving opportunity for you to gain valuable job skills while supporting your community. To make the most out of your experience, please take a few minutes to become acquainted with the guidelines included in this handbook.

Questions about the Off Campus Work Study Program? RH 342, Meredith Tornabene, ocws@lemoyne.edu

Questions about Payroll? GH 209D, (315) 445-4360, payroll@lemoyne.edu

Questions about your Federal Work Study eligibility? GH 303, (315) 445-4400, financialaid@lemoyne.edu

Sincerely,

Meredith Tornabene

Director, Career Advising & Development

Table of Contents

<i>What is Off Campus Work Study</i>	2
<i>Procedures for Finding an Off-Campus Work Study Job</i>	3
<i>Hiring Procedure and Scheduling Guidelines</i>	4
<i>Application Best Practices</i>	5
<i>Now that I am Hired, How do I get paid</i>	6
<i>Transportation Policy</i>	6

What is Off Campus Work Study?

Students who receive federal, need-based, work study awards are eligible to apply their award to an off-campus job. The amount of Federal Work Study (FWS) money that you have been awarded is the amount that you are eligible to earn during the school year. You **cannot** earn more money than the award you received, and any money that you do not use by the end of the school year is lost and does not carry over into the next year.

- There are a limited number of spaces available to participate in this program and hundreds of students eligible. You need to be diligent and secure a job in a timely fashion if you hope to participate.
- You may work up to 20 hours a week during the time that Le Moyne classes are in session, and we recommend you work at least 8 hours per week.
- You are the one who is ultimately responsible for tracking your hours/dollars earned to ensure you do not work in excess of the amount of FWS money you have been awarded.

The advantages of applying your work study award off campus are:

- Making a difference in our community,
- Opportunity to gain relevant career experience,
- Acquire additional clarity on your future career choice,
- Network with professionals who can help you when you are ready to find a job or internship.

Procedures for Finding an Off Campus Work Study Job:

1. Make sure you are eligible to participate in the OCWS Program.

Am I eligible?

- You must obtain a Federal Work Study award in your financial aid package in order to apply for an OCWS position.
 - Check your FWS eligibility on phinfo.lemoyne.edu. Still unsure? Contact the Financial Aid Office, financialaid@lemoyne.edu, (315) 445-4182.
2. Review your school schedule and plan your work schedule accordingly, accounting for any sports or other outside commitments you may have. You are allowed to work up to 20 hours at the CBWS position.
 3. Review the job descriptions posted on Handshake to find a position that looks right for you. Consider your current skills and future career goals.
 4. Apply if interested. From there, your application will be reviewed for eligibility/skillset and shared with the associated employer for consideration.
 5. Many positions require submission of your resume. If you need help getting started or refining your resume, we encourage you to utilize the Office of Career Advising and Development. Here are a couple of resources to get you started:
 - a. Resume and Cover Letter Guide:
<http://www.lemoyne.edu/Portals/0/CAD/Creating%20Your%20Resume.pdf>
 - b. Interview Guide:
http://www.lemoyne.edu/Portals/0/Bfm/T2_1/CareerPreparation/InterviewGuideF.pdf
 6. Do you still have questions? Feel free to contact the lead for the OCWS Program, Meredith Tornabene, ocws@lemoyne.edu, (315) 445-4185.

Hiring Procedure and Scheduling Guidelines:

FWS students interested in the OCWS work study program are required to attend an OCWS Work Study Orientation & Career Workshop. The orientation and workshop is offered quarterly in collaboration with the office of Career Advising and Development and covers program standards and requirements as well as resume writing, interview best practices, and standards for professional conduct.

Once hired by a partner organization, students are required to submit necessary paperwork through the college before starting. This includes submitting an approved work schedule to the campus based program lead and completing all necessary processing through our payroll office

Student Wages:

Undergraduate students are paid minimum wage on an hourly basis.

Students are authorized up to twenty hours per week, but cannot work more than they are allotted in their FWS award. It is up to the student to track their allotment and to communicate limits to the employer.

Student Schedule Guidelines:

The OCWS Program is available during the academic year (AY), running from Sept. 2020 - May 2021. You can view the full AY calendar [here](#). You have the option to work but are not expected to work during break periods (Fall, Thanksgiving, Christmas, Spring).

*Le Moyne College provided transportation is not available during break periods

Application Best Practices:

The program is competitive and it will be important to put your best foot forward. We encourage you to submit a well-written resume and to prepare for your interview. The Office of Career Advising and Development is available to assist you. The OCWS program is not a placement program. We commit to providing students who are eligible for the program, but students are not pre-selected for organizations.

Further, to ensure you are given the tools needed for a successful start, we recommend that organizations conduct a thorough interview and onboarding process, keeping the following in mind:

- ✓ Company safety rules
- ✓ Company policies and procedures to include review of timesheet procedure
- ✓ Overview of duties and responsibilities to include necessary job training
- ✓ Introduction to team members and peers
- ✓ Evaluation procedure

For support, contact the Office of Career Advising and Development, (315) 445-4185, careers@lemoyne.edu.

Now that I am Hired, How do I get paid?

The hourly wage for the OCWS program is minimum wage, \$11.80 ('20 NYS wage rate).

Step 1: In order to be paid, you must submit required paperwork to the Payroll office. Here is the link that will give you access to required documentation*:
<https://echo.lemoyne.edu/Student-Resources/Student-Employment-Information/Payroll>

*Carefully review documentation requirements. A great time to gather required documentation (i.e. passport) is over the summer or break.

Step 2: Once you have turned your paperwork into the Payroll office, an employer option will appear on your time entry page. **You are required to submit your time biweekly, in accordance with the payroll schedule, by close of business Sunday.** Carefully review the payroll handbook for self-service time entry before getting started. Our pay is biweekly, so on the off week when you do not submit your hours, you will get paid!

- ❖ You can view the Payroll schedule on the Payroll website,
<https://echo.lemoyne.edu/Student-Resources/Student-Employment-Information/Payroll>.
- ❖ Direct payroll specific questions to payroll@lemoyne.edu or call 315-445-4360.

Transportation Policy:

If you do not have your own form of transportation and need a lift to and from the location of your OCWS position, we offer a free van shuttle service.

The van shuttle runs during regular work hours from Monday to Friday!

It is a great resource that all OCWS students can take advantage of!

All riders are required to attend a safety briefing and sign a transportation policy indicating they understand and will abide by van policies and procedures. This will be covered during your OCWS orientation.

Thank you for your interest in the Off Campus Work Study Program! We look forward to working with you this year.