Information on the Federal Work Study

- Work study is a work program for college students. The purpose of the program is to assist students in meeting their education expenses. You must be enrolled at NYCPM and be making satisfactory academic progress.

- Federal Work study is awarded as part of the financial aid package that a student receives. Eligibility for this program is need based and is determined after the student completes the FAFSA. All financial aid awards listed on the award letter are estimated. The work study award does not guarantee employment. Employment is subject to availability of federal funds that NYCPM receives annually and the total amount of jobs available.

- NYCPM will establish a yearly cap on work study awards given to students. This cap is based on total federal work study funds allocated to NYCPM divided by the number of hours requested by each department within the college. The hourly wage rate and number of hours per week allowed will also be determined based on this formula. NYCPM is committed to providing access to all eligible students who wish to seek employment.

Important Information to Students

- All students must complete payroll forms before starting to work. This process is valid for the duration of the student’s employment at the college for all years attended.
- The student’s work schedule will be determined by the supervisor’s needs but cannot conflict with the class schedule.
- Students do not receive paid vacation, sick time, paid holidays or a paid lunch break.
- Students are paid on the 5th and 20th of each month.
- Supervisors must submit the student’s work hours to Payroll each pay-period as per the published Payroll Schedule. Timesheets submitted past the due date will be processed for the next payroll period.
- Students will be alerted by the Financial Aid Office when they are close to reaching their allotted cap. All students must stop working...
immediately when advised by the Financial Aid Office that they have earned their work study award. Any students working beyond this notification will be volunteering their services. Please note that when possible, the Financial Aid Office will attempt to add additional work study monies to the student’s award.