

STUDENT HANDBOOK

OFF-CAMPUS WORK STUDY PROGRAM

**BROUGHT TO YOU BY
THE OFFICE OF CAREER ADVISING AND
DEVELOPMENT**

OCWS@LEMOYNE.EDU



Program Overview

The Off-Campus Work Study (OCWS) Program is designed to give Le Moyne College undergraduate students the opportunity to work with community-based organizations across Syracuse, while earning pay, important skills, and experience through their Federal Work Study (FWS) Award.

The program aligns with Le Moyne's commitment to the education of the whole person and creating effective change in the community. It supports students in their pursuit of academic excellence while having a part-time job that will provide them with meaningful professional experience.

Student Communication Guidelines

Communication To Off-Campus Work Study Staff:

Student Schedule:

Students are expected to report their semesterly work schedule to our team via email prior to beginning work each semester. Our team uses this information to approve hours students have entered in Workday. If a student has a significant increase or decrease in hours during a pay period, they should email the ocws@lemoyne.edu email. Students are also expected to respond to OCWS emails in a timely manner.

Problems at Work:

If you are experiencing problems at work and do not feel comfortable talking to your supervisor about them, please let our staff know. You can email ocws@lemoyne.edu or make an Off-Campus Work Study Appointment with Aaliyah Ford on Handshake.

Communication To Work Supervisor:

Students are expected to have consistent communication with their work supervisors. Some examples of things to communicate with your supervisor include, but are not limited to:

Sick Days

If you are feeling sick and decide to not go to work, this needs to be communicated with your supervisor as soon as possible. Please clarify with your supervisor ahead of time about what qualifies as a sick day.



Missed Work

If you are going to miss a work day, whether it's planned or unplanned, you need to communicate your change in schedule with your supervisor as soon as possible.

Problems at Work:

If you are experiencing problems at work, whether it be related to scheduling, training, professional development, other staff members, etc., you should communicate with your supervisor to address any issues. If you feel uncomfortable talking to your supervisor about work related issues, please feel free to email ocws@lemoyne.edu or make an Off-Campus Work Study Appointment with Aaliyah Ford on Handshake.

Student Schedule Guidelines:

The OCWS Program is available during the academic year (AY), running from September - May. Students have the option to work, but are not expected to work during break periods. Transportation reimbursement provided by Le Moyne College is not available during break periods.

Student Wages:

Undergraduate students are paid FWS wages on an hourly basis. The current minimum wage rate in New York is \$15.00/hour.

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. Questions regarding your work study allotment should be directed to Financial Aid, financialaid@lemoyne.edu.

Timesheets:

To log hours worked, **students must go into Workday and record their own hours**. Hours should be entered by the end of the day on Friday each week. This timesheet will be approved by Le Moyne College on a bi-weekly basis. Hours cannot exceed 20 hours per week. It is up to the student to track their FWS allotment and communicate limits to employers.



Transportation Reimbursement:

If you are a student who is employed in Syracuse, with an Off-Campus Work Study job, and you do not have access to reliable transportation, you are eligible to receive transportation reimbursement for Uber costs to and from your Off-Campus Work Study job. **Travel will only be reimbursed if the student is traveling from Le Moyne College to work and/or from work to Le Moyne College.** Transportation reimbursement provided by Le Moyne College is **not** available during break periods.

To get reimbursed, students must submit the following information to ocws@lemoyne.edu by Friday of each week.

- Student ID Number
- Uber receipt showing the cost of the trip (screenshots are acceptable)
- Proof of location traveled (screenshots are acceptable)

Reimbursements will be filed on the following Monday. All late submissions will be processed the following week. Submissions over 30 days old will not be considered for reimbursement.

Students can receive reimbursements via direct deposit or check. To receive reimbursement with direct deposit, students must have direct deposit set up with the Bursar's office. If students do not have direct deposit set up, checks will be mailed to Career Advising and Development's office in 344 Reilly Hall. Students will receive an email when checks are ready to be picked up. Questions about direct deposit should be directed to the Bursar's office at bursar@lemoyne.edu.

Thank you for participating in the Off-Campus Work Study Program. If you have any questions, please don't hesitate to reach out to Aaliyah Ford, ocws@lemoyne.edu.



Please sign below indicating that you have read and understand the content of the Off Campus Work Study Student Handbook.

Student - Print Name

Student Signature

Date

Program Lead - Print Name

Program Lead Signature

Date