



To: Vice Presidents, Deans & Administrative Directors

From: Zoya Barry-Chastanet, Assistant Director, Financial Aid Office

Re: On Campus Student Employment Survey 2021-2022

The Financial Aid Office will assign students directly to the Deans and Administrative Directors who will be responsible for budgeting and requesting hours for their divisions and assigning students to those areas under their direct supervision.

Please answer all questions on the attached survey and email it to [Stu-Employment@wpunj.edu](mailto:Stu-Employment@wpunj.edu) by **July 1, 2021**.

**IF THE SURVEY IS NOT RETURNED BY THIS DATE, YOUR DEPARTMENT MAY JEOPARDIZE THEIR FUNDING ALLOCATION FOR THE 2021-2022 FISCAL YEAR.**

In evaluating your Departmental needs, the following information **must be considered**:

1. Fiscal Year for Student Employment is defined as:
  - Federal Work Study (*On Campus*) **August 25, 2021 to May 14, 2022**
  - Federal Community Service (*Off Campus*) **August 25, 2021 to June 30, 2022**
  - **Summer II (07/06/21 - 08/13/21)** work study hours will be deducted from their Fiscal Year total allotments.

Advise any incoming student, transfer students or upper classmen (not previously assigned to the Work-study Program) for the new academic year 2021-2022, **must** first attend a Student Employment Workshop. Fall 2021 student employment workshop dates will be posted on our website: <https://www.wpunj.edu/financial-aid/student-employment/>.

**\*The Student Employment Webinar is available only when all scheduled in person workshops have ended\***

2. **NO STUDENT IS ALLOWED TO WORK DURING SUMMER, WINTER AND SPRING BREAKS WITHOUT PRIOR APPROVAL FROM THE STUDENT EMPLOYMENT OFFICE. NOR WILL THEY BE PAID UNLESS THEY HAVE BEEN CLEARED BY THIS OFFICE AND RECEIVED AN EMAIL CONFIRMATION FROM HIRETOUCH**

# ON CAMPUS STUDENT EMPLOYMENT SURVEY 2021-2022

**\*REHIRING STUDENTS\***

Name of Division: \_\_\_\_\_

Name of Department: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Extension \_\_\_\_\_

Campus Location: \_\_\_\_\_  
Building Room Number

LIST BELOW THE STUDENTS BEING REQUESTED BACK FOR FALL 2021 & SPRING 2022

<u>Student Name</u>	<u>Student ID#</u>	<u>Job Title</u>	<u>Hours per week</u>

**Total Number of Requested student REHIRES:** \_\_\_\_\_

IMPORTANT STUDENT EMPLOYMENT INFORMATION:

Term	Start Date	End Date	Minimum Hours	Maximum Hours
Fall 2021	8/25/2021	12/21/2021	5	20
Spring 2021	1/24/2022	5/14/2022	5	20
Summer II	7/06/2021	8/13/2021	5	20

- Only students **assigned and approved** by the Student Employment Office will be paid for hours worked. If you allow a student to work without prior approval, they must be compensated for hours worked from your departmental funds.

### **\*NEW PROCESS FOR REHIRING STUDENTS via E-HRAF\***

If rehiring the same FWS student for the same position/title in your department. There is a new process called E-HRAF on WPCONNECT. See attached Powerpoint presentation.

## ON CAMPUS STUDENT EMPLOYMENT SURVEY 2021-2022

**\*NEW STUDENTS\***

Due to the new hiring procedures, a separate sheet for each department under your division must be filled out providing us with the following information.

Name of Division: \_\_\_\_\_

Name of Department: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Extension \_\_\_\_\_

Campus Location: \_\_\_\_\_  
Building Room Number

Student Job Title: \_\_\_\_\_

Number of **New** students to hire: \_\_\_\_\_  
Do not include # of Student Rehires

Job Start Date: \_\_\_\_\_  
Example: August 25, 2021

Job End Date: \_\_\_\_\_  
Example: May 14, 2022

**All Federal work-study employment are posted and managed through HIRE TOUCH.**

**It is each Departments responsibility to manage this.**

After you have interviewed a potential candidate, you can send an email to [Stu-Employment@wpunj.edu](mailto:Stu-Employment@wpunj.edu) with the students' name and banner ID to be sure they are in fact eligible FWS.

- If the student is eligible you can continue with the hiring process through HIRETOUCH.
- If the student is not eligible, you can use HIRETOUCH to terminate the student application.
- Any questions regarding Federal Community Service should be directed to Mr. Alexander Corsillo at 973-720-3022.