



To: Vice Presidents, Deans & Administrative Directors

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

Re: On Campus Student Employment Survey 2025-2026

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-mployment@wpunj.edu by **June 30, 2025**.

IF THE SURVEY IS NOT RETURNED BY THE DATE, YOUR DEPARTMENT MAY JEOPARDIZE THEIR FUNDING ALLOCATION FOR 25-26 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 27, 2025 to May 13, 2026**
 - Federal Community Service (*Off Campus*) **August 27, 2024 to June 30, 2026**
 - **Summer II (07/07/25- 08/15/25)** work study hours will be deducted from their Fiscal Year total allotments.

Advise any incoming students, transfer students or upper classmen (not previously assigned to the Work-study Program) for the new academic year 2025-2026, **must** first complete the Student Employment Webinar. The webinar can be found via this link <https://www.wpunj.edu/financial-aid/student-employment/>.

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.**

ON CAMPUS STUDENT EMPLOYMENT SURVEY 2025-2026

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 2025 & SPRING 2026

<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 2025	8/27/2025	12/13/2025	5	20
Spring 2026	1/22/2026	5/13/2026	5	20
Summer II	7/07/2025	8/15/2025	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 WorkDay

If rehiring the same FWS student for the same position/title in your department. The hiring process is completed in Workday. You may use this link [https://www.myworkday.com/wpunj/d/task/1422\\$44.html](https://www.myworkday.com/wpunj/d/task/1422$44.html) to complete the process in Workday.

ON CAMPUS STUDENT EMPLOYMENT SURVEY 2025-2026

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 27, 2025

Job End Date: _____
Example: May 13, 2026

All Federal work-study employment are posted and managed through Work Day.
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 with the students' name and banner ID to be sure they are in fact eligible for FWS.

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