



Maryanne Vigneaux/Lib
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To Maryanne Vigneaux/Lib@SUNYSB
cc
bcc F.Jason Torre/Lib
Subject Library Bulletin, May 7, 2002, Number 1273

REMINDERS FOR SUMMER EMPLOYMENT:

STUDENT ASSISTANTS:

Student Assistants are cleared up until 5/22/02. They will need to be cleared again for the summer if they are planning on working (summer semester starts 5/23/02). **Please have ALL your returning students complete a New Application**, we will be using the applications to enter the students for summer clearances and for updating our records.

FEDERAL WORK STUDY STUDENTS:

FWS Awards students **will not** carry any remaining award monies into the summer semester . If they haven't used up their award amount by the end of this semester, and have not been granted FWS for the Summer Semester, they will need to be cleared as Student Assistants. If they have been granted an award for the summer semester, please have your students provide me a copy of the award letter, so they can be cleared accordingly.

If they will be returning and have not been awarded FWS, please let me know if you want them to be cleared on the Student Assistant Payroll.

***** **ALSO**, if you have hired students to work in the summer and have asked them to come in prior to 5/23/02 even if it is for training purposes **please let me know**. I need to complete clearance forms for the Spring Semester as well as clear them as a returning students for summer employment or they will not get paid!

If you need additional applications, you can pick them up here in the Director's Office, please do not use the old applications.

Thanks so much
Pam

NEWS FROM PERSONNEL:

Noreen will be out of work as she is due to have pending surgery. During her absence from work she would surely enjoy receiving cards sent to:

Noreen Fitzgerald
191 Southern Blvd
East Patchogue, NY 11772