



FEDERAL WORK-STUDY

ORIENTATION FOR STUDENTS

TABLE OF CONTENTS

i. Introduction -----	1-6
ii. Get offer & Eligibility -----	7-11
iii. Responsibility and Agreement -----	12-15
iv. Forms need to be completed -----	16-20
v. Find a job -----	21-31
vi. Earning -----	32-40
vii. Tax related -----	41-42
viii. All other related information -----	43-45

WELCOME

TO THE ONLINE ORIENTATION

Students are to review this orientation for more information about the Federal Work-Study Program.

If you have any questions about the Federal Work-Study Program, the **best way** to contact us at this time is via **e-mail**.

Email:

fws@brooklyn.cuny.edu

The Federal Work-Study Program is geared towards preparing students for future employment plus gaining experience aligned with their career goals.

Any program and procedural updates will be shared with you on an ongoing basis.

Due to the pandemic, placement forms will be submitted via **Dynamic Forms**. More information will be provided in this orientation.

[You can visit the Financial Aid Forms page by clicking here](#)

Navigation

- On the Brooklyn College website, select "Admissions" > "Financial Aid" > "Forms and Document Submission". The forms you will need to fill out are listed under the “FWS Program Information and Forms for Students” section under the “Federal Work-Study (FWS)” heading.

ABOUT ACADEMICS ADMISSIONS CAMPUS LIFE NEWS & MEDIA ATHLETICS SUPPORT BC 🔍

Federal Direct Loans

NOTE: You must be registered for at least six credits to request a direct loan.

- + Federal Direct Loans 2022-2023 (Summer 2022, Fall 2022, Spring 2023)
- + Online Loan Counseling, Repayment, and Loan History
- Federal Work-Study (FWS)** ←
- + Information and Forms for FWS Supervisors
- FWS Program Information and Forms for Students
 - > Notice to Students Offered FWS (pdf)
 - > FWS Program Orientation for Students (pdf)

The forms below are printable if marked PDF and electronic if marked online:

- > FWS Payroll Schedule (pdf)
- > Form I-9 (pdf) (External link to USCIS for Form I-9 PDF and instructions)
- > **Form W-4 (pdf)** (External link to IRS for Form W-4)
- > Form IT-2104 and IT-2104-E (External Link to NY State Dept. of Taxation and Finance for forms IT-2140 and IT2104-E)
- > Federal Work-Study Appeal Request (DF)
- > Federal Work-Study (FWS) Fact Sheet and Placement Form (DF)
- > Federal Work-Study (FWS) I-9 Document Upload Form (DF)
- > Notice and Acknowledgement of Pay Rate and Payday Under Section 195.1 of the New York State Labor Law –Notice for Hourly Rate Employees (pdf)

*“Appeal Request Form” is ONLY for student who does not have FWS offer(s) on CUNYFIRST.

FEDERAL WORK-STUDY (FWS) PROGRAM MISSION

- Federal Work-Study is a type of financial aid which offers students the opportunity to **earn money based on hours worked.**
- The Federal Work-Study Program provides many benefits:
 - It serves as a source of financial assistance.
 - It offers a training ground where students can work and gain valuable experience.
 - It helps build your resume.
 - It establishes valuable networking skills.
 - It encourages students to participate in community-service based organizations.
 - It provides students an opportunity to participate in the Family Literacy Program (formerly America Reads Program).
- Positions may be remote, in person or a combination of remote and in person. Review the job description for details and discuss during your interview with the FWS supervisor for compliance with entering and working at a job site in person.

CONTACT INFORMATION

Email: fws@brooklyn.cuny.edu

Phone: (718)951-5178
(718)951-5816

Office Hours: hour may vary based on hybrid work schedule, please call in advance for availability

HOW DOES A STUDENT RECEIVE A WORK-STUDY OFFER?

- Apply for FWS by completing the Free Application for Federal Student Aid (FAFSA) available online **October 1st** of every year. Apply early because funds are offered on the basis of financial need and are allocated on a **first-come, first-serve basis**.
 - [Click here to refer to FATV for information on when you can file your FAFSA](#)
- Be sure to **indicate your request for Federal Work-Study (FWS) on FAFSA.**
- **Not all** students who request FWS on their FAFSA are **offered funds.**
- **Complete** your “**To Do List**” on your **CUNYfirst** account. An outstanding item on your CUNYfirst “To Do List” can prevent ability to participate in the Federal Work-study Program
- Meet Federal and CUNY eligibility criteria.

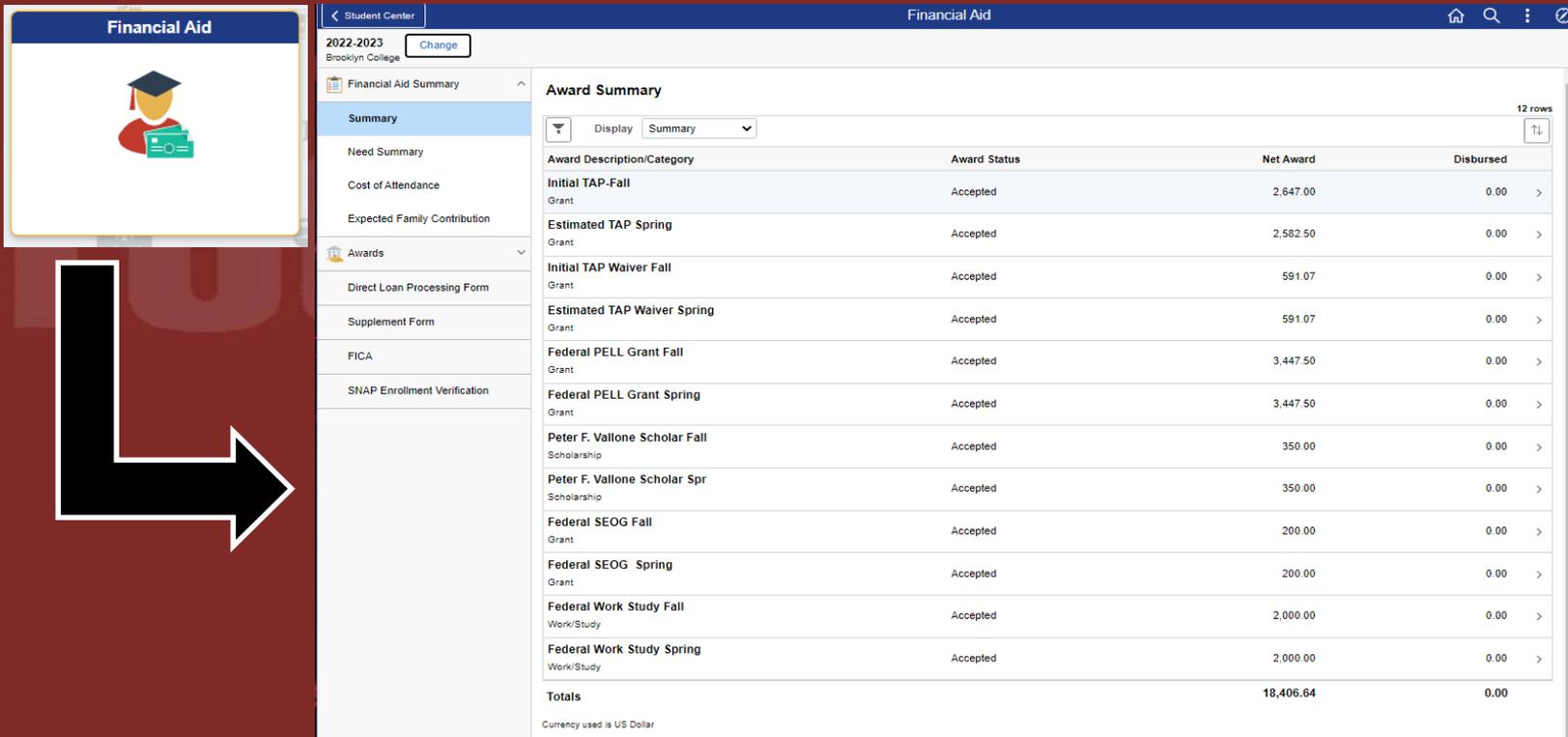
TO ACCEPT THE FEDERAL WORK-STUDY OFFER (PART 2)

- Students with an **FWS offer** can view that information on their **CUNYFIRST** account. You must **ACCEPT THE FWS OFFER** on your CUNYFIRST account prior to the placement process. FWS offers are available on a **first-come, first-serve** basis until the **maximum funding level** for the college has been reached. After that time you may not be able to accept the FWS offer or have access to the initial offer.
- **To avoid cancellation** of your FWS offer, you **MUST** adhere to the **deadline** date for **job placement**.

TO ACCEPT THE FEDERAL WORK-STUDY OFFER (CONTINUED)

■ Accept the Federal Work-Study offer:

- Login to your CUNYfirst account
- Select “Student Center”
- Click Financial Aid



The screenshot displays the CUNYfirst Financial Aid portal for the 2022-2023 academic year at Brooklyn College. The interface includes a navigation menu on the left with options like Summary, Need Summary, Cost of Attendance, Expected Family Contribution, Awards, Direct Loan Processing Form, Supplement Form, FICA, and SNAP Enrollment Verification. The main content area shows an 'Award Summary' table with columns for Award Description/Category, Award Status, Net Award, and Disbursed. A large black arrow points from the 'Financial Aid' icon in the navigation menu to the 'Award Summary' table.

Award Description/Category	Award Status	Net Award	Disbursed
Initial TAP-Fall Grant	Accepted	2,647.00	0.00
Estimated TAP Spring Grant	Accepted	2,582.50	0.00
Initial TAP Waiver Fall Grant	Accepted	591.07	0.00
Estimated TAP Waiver Spring Grant	Accepted	591.07	0.00
Federal PELL Grant Fall	Accepted	3,447.50	0.00
Federal PELL Grant Spring	Accepted	3,447.50	0.00
Peter F. Vallone Scholar Fall Scholarship	Accepted	350.00	0.00
Peter F. Vallone Scholar Spr Scholarship	Accepted	350.00	0.00
Federal SEOG Fall Grant	Accepted	200.00	0.00
Federal SEOG Spring Grant	Accepted	200.00	0.00
Federal Work Study Fall Work/Study	Accepted	2,000.00	0.00
Federal Work Study Spring Work/Study	Accepted	2,000.00	0.00
Totals		18,406.64	0.00

Currency used is US Dollar

TO ACCEPT THE FEDERAL WORK-STUDY OFFER (CONTINUED)

- Click the pencil box in the top left corner to accept the FWS offers and press “Submit”. If you **DO NOT ACCEPT** the offer, you risk **LOSING** the offer.

Financial Aid

2022-2023 Brooklyn College

Financial Aid Summary

Summary

Need Summary

Cost of Attendance

Expected Family Contribution

Awards

Accept/Decline

Disbursements

Outside Aid

College Financing Plan

Direct Loan Processing Form

Supplement Form

FICA

SNAP Enrollment Verification

Accept/Decline

Status: Successful

12 rows

Award Description/Category	Award Decision	Reduce	Offered	Accepted
Initial TAP-Fall Grant	Accept	<input type="checkbox"/>	2,647.00	2,647.00
Estimated TAP Spring Grant	Accept	<input type="checkbox"/>	2,582.50	2,582.50
Initial TAP Waiver Fall Grant	Accept	<input type="checkbox"/>	591.07	591.07
Estimated TAP Waiver Spring Grant	Accept	<input type="checkbox"/>	591.07	591.07
Federal PELL Grant Fall Grant	Accept	<input type="checkbox"/>	3,447.50	3,447.50
Federal PELL Grant Spring Grant	Accept	<input type="checkbox"/>	3,447.50	3,447.50
Peter F. Vallone Scholar Fall Scholarship	Accept	<input type="checkbox"/>	350.00	350.00
Peter F. Vallone Scholar Spr Scholarship	Accept	<input type="checkbox"/>	350.00	350.00
Federal SEOG Fall Grant	Accept	<input type="checkbox"/>	200.00	200.00
Federal SEOG Spring Grant	Accept	<input type="checkbox"/>	200.00	200.00
Federal Work Study Fall Work/Study	Accept	<input type="checkbox"/>	2,000.00	2,000.00
Federal Work Study Spring Work/Study	Accept	<input type="checkbox"/>	2,000.00	2,000.00
Totals			18,406.64	18,406.64

REQUIREMENTS TO BE ELIGIBLE FOR FWS

- Students **must meet** the following conditions to be eligible:
 - Be enrolled in a **degree-granting program** (matriculated)
 - Be matriculated and **enrolled** at least on a **half-time basis** (6 credits or its equivalent in credit hours in their division of matriculation). Enrollment status must be **established** by the **7th day** of the semester
 - Be a **citizen of the United States**, or an **eligible non-citizen** as per the program guidelines
 - Maintain Satisfactory Academic Progress (SAP)
 - Meet **CUNY and financial aid guidelines**
 - Complete the **“To Do List”** on the CUNYfirst account. An outstanding item on your CUNYFIRST “To Do List” can prevent ability to participate in the Federal Work-study Program

STUDENT RESPONSIBILITIES

- By accepting a Federal Work Study position students become employed by a job site that depends on them to perform job duties.
- Maintain the work schedule you and your supervisor agreed upon.
- Learn your duties and complete all assignments on time and as instructed.
- Conduct yourself in a professional manner at all times.
- Always notify your supervisor if you are running late or cannot report to work.
- You may not work during your scheduled class times or on legal holidays.
- You may only be paid for the hours you are authorized to work.
- Students can work a maximum of 20 hours per week.
- A mandatory half- hour break is required after six hours of consecutive work.
- You are responsible for tracking your hours and may not exceed your FWS offer.
- Verify each pay period that your supervisor submitted your accurate time sheet on time.
- If you withdraw, take a leave of absence, or are academically dismissed from school inform your supervisor and the FWS staff immediately. After that, you may not continue to work.
- If you have a legal name change after being placed, contact the FWS Payroll Assistant immediately by email in order to submit appropriate documents.

WHAT IS A FERPA AGREEMENT?

- As a student at Brooklyn College, you may be granted access to confidential records in order to perform your FWS assignments. You should be aware that all information is **protected** by a **federal law** known as the Family Educational Rights & Privacy Act (FERPA) and must be treated as confidential.
- Under **no circumstances** may you release to any person (or persons) information about a student or anyone else unless you have been instructed to do so by your supervisor. You must refer any requests for information about a student or member of the campus community to your supervisor.
- **Do not** acquire student or information for anyone else that is not needed to do your job. **Do not** share or exchange information about anyone you may learn while performing your job.
 - Even a minor disclosure of information (such as telling another student of someone's class schedule) could be a violation and result in penalties including the loss of your job.
- You will be **required** to sign a statement agreeing that you will abide by the FERPA provisions of confidentiality while employed as a FWS student employee.
- FERPA MOTTO: **“Keep any information obtained in the workplace at the workplace.”**

ON THE JOB BEHAVIOR FOR FWS STUDENTS

- **Show initiative**
 - Learn all you can about the job site or department in which you work. The more you know about the area, the more valuable you will become to the team.
- **Be part of the team**
 - Have a positive attitude. Be cooperative and show a willingness to learn.
- **Always strive to do your best**
 - Your work reflects your attitude as well as your level of competency.
- **Conduct yourself in a professional manner**
 - Maintain confidentiality of all information.

ON THE JOB BEHAVIOR FOR FWS STUDENTS (CONTINUED)

■ Know your area of responsibility

- Complete your work thoroughly and accurately. **If you do not understand or you are unsure of your assignment always ask questions.**

■ Keep socializing to a minimum

- Socializing that lowers efficiency and productivity is **NOT ACCEPTABLE.**

■ Limit personal phone calls

- Only official calls should be made on a business telephone.

■ Use titles correctly

- You will be meeting, addressing and contacting people with various titles. Remember to address people by their correct title.

■ Represent your job site well

- You may be the first contact that a person has with the job site. Remember the manner in which the person is received leaves a lasting impression.

FORMS TO BE COMPLETED

- To apply for jobs, the following forms need to be completed:
 - **Federal Work-Study (FWS) Fact Sheet and Placement forms**
 - The login information is your BC WebCentral login
 - Form **W-4** Employee's Withholding Allowance Certificate (found on the third page of the Placement forms)
 - One of either **Form IT-2104 or IT-2104E** (found on the third page of the Placement forms)
 - A new exempt Form W-4 and IT-2104E will need to be filled out before the spring semester, if tax exempt for the fall semester

To **upload** a Form W-4 and Form IT-2104 or IT-2104E to the last section of the Fact Sheet and Placement forms on Dynamic Forms, either:

1. **Download** the form as a PDF and fill out and sign electronically.
2. **Print** the form and **physically** fill out and sign. **Scan** the form to a computer or take a picture of the form and email it to yourself to be saved on your computer, which you will then **upload** into **Dynamic Forms**.

FORMS TO BE COMPLETED

- On the Brooklyn College website, select "Admissions" > "Financial Aid" > "Forms and Document Submission". The forms you will need to fill out are listed under the "FWS Program Information and Forms for Students" section under the "Federal Work-Study (FWS)" heading.

ABOUT ACADEMICS ADMISSIONS CAMPUS LIFE NEWS & MEDIA ATHLETICS SUPPORT BC 🔍

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The forms below are printable if marked PDF and electronic if marked online:

- › FWS Payroll Schedule (pdf)
- › Form I-9 (pdf) (External link to USCIS for Form I-9 PDF and instructions)
- › **Form W-4 (pdf)** (External link to IRS for Form W-4)
- › Form IT-2104 and IT-2104-E (External Link to NY State Dept. of Taxation and Finance for forms IT-2140 and IT2104-E)
- › Federal Work-Study Appeal Request (DF)
- › Federal Work-Study (FWS) Fact Sheet and Placement Form (DF)
- › Federal Work-Study (FWS) I-9 Document Upload Form (DF)
- › Notice and Acknowledgement of Pay Rate and Payday Under Section 195.1 of the New York State Labor Law -Notice for Hourly Rate Employees (pdf)

HOW TO MAKE AN APPOINTMENT FOR ASSISTANCE ON FORMS TO BE COMPLETED

- Go to: [BC Navigate App/Website \(Click Here\)](#)
- Click: [Appointments](#) from the left bar
- Pick: [Financial Services](#)
- Pick: [Federal Work-Study \(FWS\) inquiry](#)
- Choose an [appointment](#) that fits your schedule with one of the [FWS Program Assistants](#)
- [Job placement](#) appointments **are not** handled by Financial Aid Specialists/Advisors
- All placement appointments are [conducted by phone](#)

PLACEMENT PROCEDURES

- Students will need to complete the **Fact Sheet and Placement forms**
- Student will **receive an email** that the forms were received
- FWS staff will **review** the uploaded forms to **confirm** they were properly completed
- Upon confirmation that all forms have been **accurately submitted**, students will be **notified** to log into **JobX** and begin **applying for a position**
- If follow-up is required, this will include an email indicating further action the student will need to take prior to applying for a position

PLACEMENT PROCEDURES

1. Once you have **received the email** to begin your job search, follow these steps. Go to the Federal Work-Study Resource Page (bcfws.studentemployment.ngwebsolutions.com). Click on “**Applicants and Employees**” and click on the “**Find a Job**” link.
 2. Select positions that interest you – be sure you are able to **meet the qualifications** and perform the job duties listed
 3. Supervisors should **contact you** on the status of your application. If you do not receive an email response after one week, send a follow up email to the supervisor.
 - 4.
 5. Arrange for **an interview**.
- **When applying for jobs, attach a copy of your current resume for supervisors to review.**
 - **Do not apply for more than five jobs at a time.** You can only work at one site at any given time. Once you accept a position and have completed the placement process, you are expected to remain at that job site until your FWS offer is earned (provided you continue to meet all program guidelines).
 - During interview, discuss a work schedule that will not conflict with your class schedule (as per your CUNYfirst registration). Email a copy of your official class schedule to the supervisor.

PLACEMENT OPPORTUNITIES

- Students have many options available to choose from:
 - On-campus
 - Off-campus
 - New York City Public Service Corps (PSC)
 - To learn more about the types of job opportunities offered by NYC Public Service Corps, students may visit the [Public Service Corps website](#)

*Note: You will be given access to view approved FWS positions online after submission of appropriate forms.



ON-CAMPUS

- Administrative Offices
- Academic Departments
- Tutorial Centers
- Computer Labs

These are only **some** of the possibilities. After submission of the initial placement forms, you will be notified to begin your job search. Closely review all listings online and select a **maximum** of 5 positions BEST suited for you, **apply**, and **arrange** for an **interview**.

OFF-CAMPUS



Agencies have affiliated with **CUNY** and offer a variety of work experiences and **opportunities**.

Below are some of the type of positions are available:

- **Afterschool Program Intern**
- **Tutor**
- **Jumpstart Corps Member**
- **Others**

Brooklyn College

OFF-CAMPUS

New York City Public Service Corps (PSC)

- PSC provides students with opportunities to:
 - Build occupational skills
 - Serve their communities
 - Learn about careers in the public sector
- PSC sites are affiliated with various off- campus affiliated NYC agencies.
- An application can be requested after you completed the **initial placement** process with Brooklyn College. The completed PSC application will have to be **submitted to the PSC Placement staff.**



INTERVIEWING TIPS

- Be **on time** for established interview
- Have a copy of your current **resume** and official class **schedule** (as appears on CUNYfirst) to share with supervisor
- Know what times you are **available to work**
- **Dress appropriately** for the interview
- Have a pen and pad **ready to take any notes**
- Have some **familiarity with the position** for which you are applying
- Be clear about what **skills you have to offer**
- Ask supervisor what new **skills can be gained** from this position and training opportunities
- Clarify who will supervise you and what **job responsibilities** you will be assigned
- Have a **positive attitude**
- Establish with the FWS supervisor if the position will be remote, in person, or a combination. If the position is listed as in person, find out what the requirements are to work in person at that site.
 - For example: Brooklyn College has specific guidelines to gain entrance to the campus and requirements for working in various on-campus locations. An eligible student who completes the placement process can only be paid for the time worked.

THE NEXT STEP

- After the interview, if the supervisor is interested in **hiring** you, they must immediately submit an online “**hire request**” for you on the **NextGen: JobX** system.
- The student will then complete their section of Form I-9.
- **The supervisor MUST complete their section of Form I-9.**
 - The student **MUST** make copies of the required documents presented to the supervisor.
 - The completed Form I-9 with appropriate documents must be uploaded by the student on the Brooklyn College website via **Dynamic Forms** for the FWS staff to review.

THE NEXT STEP

- Once the FWS Office staff **receives** your online hire request from the supervisor, fill out the **I-9** and **Acknowledgement of Pay Rate and Payday form**, formerly referred to as the “**Labor Form**”.
- After the student completes their sections they return **both** forms via **Dynamic form** to the FWS office staff who has been assisting them in this process.
- A staff member will review the form(s) and send out a **Hire Approval** email and a **copy of the Labor Form** to both the student and the supervisor(s) which will state the **first day they may begin working.**

FORM I-9, EMPLOYMENT ELIGIBILITY VERIFICATION

- Individuals seeking employment in the United States are required to fill out **Form I-9**.

To **download** instructions on filling out the Form I-9, you may [click here](#)

- Students **must** provide their supervisors with the **required document(s)**, a copy of the document is also required:
 - **One** document from “**List A**”

OR

- **One** document from “**List B**” **and** one document from “**List C**”
- * **Review a copy of the acceptable unexpired documents on slide 18.**

- The student must show the **original documents** for the **Form I-9** process to the FWS **supervisor** or appointed designee in order that they can complete “Section 2”.



Employment Eligibility Verification
Department of Homeland Security
 U.S. Citizenship and Immigration Services

USCIS
Form I-9
 OMB No. 1615-0047
 Expires 10/31/2022



Employment Eligibility Verification
Department of Homeland Security
 U.S. Citizenship and Immigration Services

USCIS
Form I-9
 OMB No. 1615-0047
 Expires 10/31/2022

▶START HERE: Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identify. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

Last Name (Family Name)		First Name (Given Name)		Middle Initial	Other Last Names Used (if any)	
Address (Street Number and Name)			Apt. Number	City or Town	State	ZIP Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number		Employee's E-mail Address		Employee's Telephone Number	

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

1. A citizen of the United States

2. A noncitizen national of the United States (See instructions)

3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____

4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): _____
 Some aliens may write "N/A" in the expiration date field. (See instructions)

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9:
 An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

1. Alien Registration Number/USCIS Number: _____
OR
 2. Form I-94 Admission Number: _____
OR
 3. Foreign Passport Number: _____
 Country of Issuance: _____

QR Code - Section 1
 Do Not Write In This Space

Signature of Employee _____ Today's Date (mm/dd/yyyy) _____

Preparer and/or Translator Certification (check one):

I did not use a preparer or translator. A preparer(s) and/or translator(s) assisted the employee in completing Section 1.
 (Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator _____ Today's Date (mm/dd/yyyy) _____

Last Name (Family Name) _____ First Name (Given Name) _____

Address (Street Number and Name) _____ City or Town _____ State _____ ZIP Code _____



Employer Completes Next Page



Section 2. Employer or Authorized Representative Review and Verification

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

Employee Info from Section 1	Last Name (Family Name)	First Name (Given Name)	M.I.	Citizenship/Immigration Status	
List A Identity and Employment Authorization	OR		List B Identity	AND	List C Employment Authorization
Document Title	Document Title		Document Title		
Issuing Authority	Issuing Authority		Issuing Authority		
Document Number	Document Number		Document Number		
Expiration Date (if any) (mm/dd/yyyy)	Expiration Date (if any) (mm/dd/yyyy)		Expiration Date (if any) (mm/dd/yyyy)		
Document Title	Document Title		Document Title		
Issuing Authority	Issuing Authority		Issuing Authority		
Document Number	Document Number		Document Number		
Expiration Date (if any) (mm/dd/yyyy)	Expiration Date (if any) (mm/dd/yyyy)		Expiration Date (if any) (mm/dd/yyyy)		
Document Title	Document Title		Document Title		
Issuing Authority	Issuing Authority		Issuing Authority		
Document Number	Document Number		Document Number		
Expiration Date (if any) (mm/dd/yyyy)	Expiration Date (if any) (mm/dd/yyyy)		Expiration Date (if any) (mm/dd/yyyy)		
Additional Information			QR Code - Sections 2 & 3 Do Not Write In This Space		

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): _____ (See instructions for exemptions)

Signature of Employer or Authorized Representative _____ Today's Date (mm/dd/yyyy) _____ Title of Employer or Authorized Representative _____

Last Name of Employer or Authorized Representative _____ First Name of Employer or Authorized Representative _____ Employer's Business or Organization Name _____

Employer's Business or Organization Address (Street Number and Name) _____ City or Town _____ State _____ ZIP Code _____

Section 3. Reverification and Rehires (To be completed and signed by employer or authorized representative.)

A. New Name (if applicable) _____ **B. Date of Rehire (if applicable)** _____

Last Name (Family Name) _____ First Name (Given Name) _____ Middle Initial _____ Date (mm/dd/yyyy) _____

C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.

Document Title _____ Document Number _____ Expiration Date (if any) (mm/dd/yyyy) _____

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative _____ Today's Date (mm/dd/yyyy) _____ Name of Employer or Authorized Representative _____

<p style="text-align: center;">LIST A</p> <p style="text-align: center;">Documents that Establish Both Identity and Employment Authorization</p>	OR	<p style="text-align: center;">LIST B</p> <p style="text-align: center;">Documents that Establish Identity</p>	<p style="text-align: center;">LIST C</p> <p style="text-align: center;">Documents that Establish Employment Authorization</p>
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	1. A Social Security Account Number card, unless the card includes one of the following restrictions:
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	(1) NOT VALID FOR EMPLOYMENT
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph	(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card	(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record	2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
		6. Military dependent's ID card	3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
		7. U.S. Coast Guard Merchant Mariner Card	4. Native American tribal document
		8. Native American tribal document	5. U.S. Citizen ID Card (Form I-197)
		9. Driver's license issued by a Canadian government authority	6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		For persons under age 18 who are unable to present a document listed above:	7. Employment authorization document issued by the Department of Homeland Security
		10. School record or report card	
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		11. Clinic, doctor, or hospital record	
		12. Day-care or nursery school record	

WHEN CAN I START WORKING?

- The student and supervisor will receive an email stating that your hire request has been approved and work may begin. **DO NOT** report to work until you receive **The Hire Approval Email** from the **Federal Work -Study Program**.
 - The earliest start date for students will be the date on their Notice and Acknowledgement of Pay Rate and Payday form (formerly referred to as the Labor Form).
 - Students and supervisors will be emailed a copy of the **Notice and Acknowledgement of Pay Rate and Payday** form.
 - Be sure to reference and follow the **FWS Payroll Schedule**, which is on the Brooklyn College and NextGen websites. ([Click here](#))
- **Students may not work as a FWS employee without following the required procedures and receiving the approval email.**

FWS EARNINGS

- **How many hours can I work per week?**
 - Twenty (20) hours is the **maximum**.
- **Can I earn as much money as I want?**
 - **No.** Your FWS offer represents the maximum amount you may earn for your placement period. How much of the total offer you actually receive depends on your rate of pay, the total number of hours you work each week, and the number of weeks you work.
 - You cannot be paid with FWS funds for hours worked in excess of your offer. Once you have earned your maximum FWS offer or are no longer eligible to participate in the program, you must stop working.
 - The FWS offer can only be earned by working. Any remaining offer balance is not paid to the student.
- **Are my FWS earnings taxable?**
 - FWS earnings are **considered taxable** income by federal, city, and state governments. If you are required to file a tax return, your FWS earnings are to be **reported as wages**.
 - FWS earnings are **excluded** in the calculation of your eligibility for **federal financial aid**. (See FAFSA instructions)
 - If you work **off-campus**, or if you work during periods of **non-enrollment** (such as winter intersession and summer or spring break), FICA (Social Security taxes) may be **deducted from your earnings**.

FWS EARNINGS (CONTINUED)

- **I am currently receiving unemployment. Do I have to report earnings with the unemployment office?**
 - **Yes.** If you are currently receiving unemployment benefits, you should **contact** the **NYS Department of Labor** BEFORE accepting a FWS job to see how this might affect your benefit rate or continued eligibility for unemployment.
- **How do I get a letter verifying that I am working in the FWS program?**
 - You may **request** a **FWS employment verification letter**. Please **contact** the **office via email** (fws@brooklyn.cuny.edu) for additional information. When the campus is open you must physically pick up the letter confirming your employment history. We cannot send employment information to any agency on your behalf. During the time the campus is closed due to the pandemic the information will be sent to you via e-mail once we verify your identity.
 - **Students should retain copies of their placement documents, hire approval email, and all payroll files (time sheets, check stubs, etc.) for future reference.**

FWS PAYROLL PROCEDURES

Ms. Jennifer Clarke

FWS Payroll Assistant

JClarke@brooklyn.cuny.edu

- Supervisors and students **MUST** follow the FWS Payroll Schedule to properly complete and submit time sheets. Time sheets are generally for a period of two weeks.
- **Supervisors must complete the time sheet entry every day the student reports for work on TimesheetX.**
- Time sheets are submitted online by the FWS supervisor. Review your time sheet at the end of each day to verify your supervisor has input the correct times that you worked.

FWS PAYROLL PROCEDURES (CONTINUED)

Work Schedules:

- The FWS supervisor and student should **discuss the work schedule** to best utilize the FWS offer allocated for each semester.
- Students must have a work schedule that **DOES NOT conflict with their class schedule**. The supervisor will **NOT BE ALLOWED** to enter time worked during times your classes are scheduled to meet on CUNYFIRST.
- Students **will not** be able to work on days when the college **is officially closed**.
- Work schedules should be formulated based on **quarter-hour, half-hour, or hour intervals**.
- Work schedule – **Minimum of 6 hours and maximum of 20 hours per week**. *If there is a different maximum, it will be stated on the job description and the hire approval e-mail.
- Students **MUST** take a **minimum half hour break after the 6th consecutive hour of work**.
- FWS students **cannot work** during the time when the **supervisor or designated alternate supervisor** (college employee) **will not be present** when employment is in person.
- Due to current budget funds may **NOT** be available **to increase FWS offers**. Inquiries can be made by contacting the FWS staff by e-mail.
- Constantly monitor your utilization of your FWS offer and do not exceed that amount.

Next Gen Website to Review Time Sheet

- To view your time sheet, go to the NextGen website at <https://bcfws.studentemployment.ngwebsolutions.com/>
- Click on Applicants & Employees > Dashboard > the job title (example: Office Assistant) > Go to time sheet for the applicable dates

The screenshot shows the 'User Dashboard' of the NextGen website. At the top, there is a navigation menu with items: Home, Employees, JobX, TimesheetX, Reporting, Access & Audit, Uploads, Site Set up, Content, and Help. Below the menu, there are three tabs: 'Employee Information' (which is selected), 'Applications', and 'Job Mail'. A 'Display:' dropdown menu is set to 'All' and shows 'Employee Information'. Under the 'Hires' section, there is a table with the following data:

Job Title	Cost Center	Wage	Start Date	End Date	Supervisor	Hire Status
Office Assistant		\$17.00	05/06/2022	05/24/2022		Closed

A red arrow points to the 'Office Assistant' link in the 'Job Title' column.

PAYMENT OPTIONS

Direct Deposit: Immediate transfer of your earnings to your bank account. It is a fast, secure, and recommended way to receive payment.

- Set-up this self-service option on your CUNYfirst account.
- Navigate to **Financial Account > Direct Deposit** on the left column



- Click “Enroll in Direct Deposit” on the “Direct Deposit” tab and enter the required account information, then click “Next”

***TIP: Refer to your check/bank to verify your routing number and account number (any error will delay payment)**

- Read the “Enroll in Direct Deposit Agreement”, click “Yes” to agree and SUBMIT to finish the process

PAYMENT OPTIONS (CONTINUED)

Take note:

- Students who do not sign up for **Direct Deposit** will have their **checks mailed** to their mailing address listed on their CUNYfirst account.
- It is advised that students verify that their **correct address** is on file by checking their CUNYfirst account.
- FWS checks are not available for pick-up at the college.
- If you **do not receive your check after 10 business days**, **contact** the Federal Work- Study Office via email. A “stop payment” may be placed on the check.
- Misdirected or lost checks may take 2 - 3 months to replace.
- Students are encouraged to consider direct deposit for a secure and quicker payment of their FWS wages and financial aid refunds.

How To View Pay Stub On CUNYfirst

- Log into CUNYfirst
- Choose [Student Center](#) > [Payroll](#) > [Paychecks](#)
- Select the appropriate paycheck to reviews wages and tax breakdowns
- The paychecks appear as [Work Study – Federal](#) in the “Company” column

How To View Pay Stub On CUNYfirst

The image shows a screenshot of the Brooklyn College Student Center dashboard. The dashboard is a grid of 12 tiles, each representing a different service or tool. The tiles are arranged in three rows and four columns. The top row contains: Financial Account (with a 'Payment Due' label), Financial Aid, Graduation, and Transcript and Verification. The middle row contains: Apply To CUNY, Student Tools, Payroll (highlighted with a red arrow), and DegreeWorks and FACTS. The bottom row contains: Blackboard, NY State Financial Aid, FAFSA, and FERPA. The dashboard has a dark blue header with the Brooklyn College logo on the left, a 'Student Center' dropdown menu in the middle, and navigation icons (home, search, notifications, settings) on the right.

Brooklyn College

Student Center

Financial Account

Payment Due

Financial Aid

Graduation

Transcript and Verification

Apply To CUNY

Student Tools

Payroll

DegreeWorks and FACTS

Blackboard

NY State Financial Aid

FAFSA

FERPA

FEDERAL WORK-STUDY EARNINGS: FORM W-2

- **What is a Form W-2?**
 - A Form W-2 is issued to an employee at the end of the year indicating wages earned and other related information.
- Students who work as an FWS employee will receive a Form W-2 stating wages paid during the calendar year.
- To **sign up for electronic consent** of Form **W-2** (signing up for online delivery is easy and secure):
 - **Payroll -> View W-2/W-2 Consent and check the box to consent**
- **Benefits** of electronic consent for Form W-2 includes:
 - Access to Form W-2 earlier than the traditional mailing process.
 - Eliminating the chance that Form W-2 will get lost, misdirected, or delayed during delivery, or misplaced once you receive it.
 - Receiving your Form W-2 even while traveling.

FEDERAL WORK-STUDY EARNINGS: FORM W-2 (CONTIUED)

- At the end of the calendar year, CUNY will generate a Form W-2 reflecting your **FWS earnings paid** for that 12 month period (January 1st-December 31st).
 - This information is also furnished to the Internal Revenue Service (IRS), New York State Department of Taxation and Finance, and local taxing agencies.
- A Form W-2 is obtainable through CUNY first at the end of each calendar year by navigating to:
 - Payroll -> [View Work-Study W-2/W-2c Forms](#)
- All wages **paid** in that calendar year will appear on the Form W-2.
- Refer to the IRS website for tax-filing requirements.

LAST DAY TO WORK

- Students must continue to meet all program requirements and have available FWS funds in order to work.
- Fall: Last day of finals for the **fall semester.**
- Spring: Last day of finals for the **spring semester**
- Refer to your completed placement forms **issued by FWS staff** for the **specific dates.**

MAGNER CAREER CENTER: A RESOURCE FOR STUDENTS

The Magner Career Center provides important services and resources for Brooklyn College students.

Student services available:

- ❖ Resume and Cover Letter Review
- ❖ Interview Practice
- ❖ Internship/Job Opportunities
- ❖ Internship Stipend Awards
- ❖ Pre-Law Career Advisement
- ❖ Career Planning/Counseling
- ❖ Career Panels and Workshops

For more information, contact the Magner Career Center.

Email: careernews@brooklyn.cuny.edu

WRAP-UP

- Students are advised to visit the Financial Aid pages on the Brooklyn College website for additional information:
 - FWS Program
 - Direct Deposit (Managing Your Financial Aid In CUNYfirst)
 - Other Financial Aid Programs
 - Federal Satisfactory Academic Progress (SAP) Standards for Title IV Financial Aid
- [Click here to visit the Brooklyn College Financial Aid Website](#)

Students with Federal Work-Study Program inquiries are encouraged to contact us for assistance.

Email: fws@brooklyn.cuny.edu