

# **FEDERAL WORK-STUDY ORIENTATION FOR OFF-CAMPUS SUPERVISORS**

**Brooklyn**  
**College**  
The City  
University  
of New York

# Federal Work-Study Information Session

## Welcome to the Federal Work-Study (FWS) Information Orientation Off-Campus Supervisors

\* Please be advised that supervisors will be required to complete the *Responsibilities of Federal Work-Study (FWS) Supervisors* form.

Off-Campus Supervisors with Federal Work-Study Program inquiries are encouraged to email for assistance.

**E-mail:** [fws@brooklyn.cuny.edu](mailto:fws@brooklyn.cuny.edu)

# FWS: Program Mission

The Federal Work-Study Program accomplishes several functions.

- It serves as a source of financial assistance for students
- It offers a training ground where students can work and gain valuable experience
- It helps a student build their resume
- It establishes valuable networking skills for students
- 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)

# Benefits to FWS Supervisors & Job Site

- Additional staff
- Opportunity to train, mentor, and prepare our students for future employment

# HOW DOES A STUDENT RECEIVE A FEDERAL WORK-STUDY OFFER?

- **Students need to apply for FWS by completing the Free Application for Federal Student Aid (FAFSA) available online October 1st of every year. They should apply early because funds are offered on the basis of financial need and are allocated on a first-come,first-serve basis.**
- Refer to FATV for information on when students can file a FAFSA application at <http://www.brooklyn.cuny.edu/web/about/offices/financial/fatv.php>
- **Students must indicate their request for Federal Work-Study (FWS) on the FAFSA.**
- **Complete their “To Do List” on their CUNYfirst account. An outstanding item can prevent consideration for the allocation process of federal financial aid.**
- **Meet Federal and CUNY eligibility criteria.**
- **The FWS offer will appear on the student’s CUNYfirst account. The Students must accept the FWS offer on their 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 students may not be able to accept the FWS offer or have access to the initial offer.**
- **To avoid cancellation of their FWS offer they must adhere to the deadline date for job placement.**

# Placement Opportunities

Positions may be remote, in person or a combination of remote and in person. The information should be provided in your job description and details for complying with both CUNY and Brooklyn College's safe return for reentry requirements to the campus must be followed.

Positions students will be able to choose from include:

- On-campus employers
- Off-campus employers
- New York City Public Service Corps (PSC) Agencies

Note: Student must submit appropriate forms to the FWS staff via the Dynamic Forms system. Student will be notified when they are eligible to apply for positions.

# Procedures for Approved Off-Campus Supervisors

Supervisors whose job descriptions have been approved by Ms. Trudy Hilton (Central Office) may proceed as follows:

- 1) Go to the [NextGen website](#) to request access
  - Click on Off-Campus Employers
  - Click on Request Login
  - Fill out all required fields. Indicate an employer and job title
  - Send an email to [fws@brooklyn.cuny.edu](mailto:fws@brooklyn.cuny.edu) for additional assistance as needed
- 2) After approval, log into your account to create a job.
  - Click on Off-Campus Employers
  - Click on JobX Login
  - At the top, click the blue button that says “Add A Job”
  - For additional information, review PowerPoint #2 listed [here](#)

# Eligible Students: Placement Process

Each student must fill out and submit the following forms via Dynamic Forms:

- Federal Work-Study (FWS) Fact Sheet and Placement forms
- Form W-4
- Form IT-2104 or IT-2104E
- Form I-9
  - Student fills out their section on page 1 of the I-9 form
  - Supervisor fills out their section on page 2 of the form based on required identification documents provided by the student
  - Student will need to upload both pages of the form and documents via Dynamic Forms on the Brooklyn College website

# Appointment Navigation

Students can make an appointment online for assistance:

- 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](#)

# FWS Supervisor Responsibilities

- Direct supervision and training of Federal Work-Study employees by the approved FWS supervisor(s).
- Ensure FWS student employees are not allowed to perform personal errands. The supervisor will be liable if the student incurs an injury while performing the errand.
- FWS employees who work on-campus are not covered by worker's compensation.
  - No heavy lifting
  - No handling of dangerous equipment or hazardous materials
  - No janitorial duties
- If a student does not show up / sign in for work, contact the student.
- Discuss attendance and office policies.
- Send an official letter via email to the FWS Office at [fws@brooklyn.cuny.edu](mailto:fws@brooklyn.cuny.edu) if student chooses not to continue working with the program/your job site.
- Send an email to FWS staff if student stops working in the middle of the term, and the supervisor cannot get in contact with the student.
- Supervisor must be knowledgeable of CUNY Board Policy Against Sexual Harassment.

# FWS Placement Procedures

- Upon confirmation that all forms have been accurately submitted, students will be notified to log into JobX and begin applying for a position
- Supervisors will receive student's information and resume, if attached, on JobX and approve or decline the student's application. If approved, please contact the student to schedule an interview. If an application has not been responded to within one week, students may contact you about an update
- Discuss qualifications for position and time available to work
- Students and supervisors are responsible for tracking the utilization of hours worked and hours remaining
- Discuss and establish work schedule that will not conflict with student's class schedule (indicated on CUNYfirst)
- Students must have a reasonable work schedule that aligns with the job site's hours of operation. Supervisors should not schedule students to work late into the night or before 8 a.m. if the job site is not usually open at that time

# Decision to Hire Student

- Additional information on the hiring process will be listed on the NextGenOff-Campus Employer Home Page.
  - The actual hiring process initiated by the FWS supervisor will occur on the NextGenJobX website.
  - Final approval will be in the form of an email to the supervisor and student from the Financial Aid Office/FWS staff.
- **Students may not work as an FWS employee without following the required procedures and receiving the approval email with the specific start date.**
- Have student write down the following information:
  - Your name and the name of other site supervisors
  - Your contact information
  - Name of job site
  - Job title of position offered to student.
  - Agreed upon work schedule (*make sure it does not overlap with the time classes are scheduled on CUNYfirst*)

\*\* Supervisors should obtain a copy of student's official class schedule (printed from CUNYfirst) at the time of hire. Always ask student to inform you of any changes made to their class schedule and enrollment status.

# Decision Not to Hire Student

- If you decide not to hire the student, reject the applicant on JobX.
- Go to JobX Home and click the applicants for the specific job.
- Click the box to the right of the student's name and click “Reject Applicants”.
- Students who are not selected for your position will have to go back to JobX to search for other available jobs.

# The Next Step . . .

- Supervisor completes:
  - Page 2 of Form I-9 using required unexpired documents presented by the student
- Form I-9 is completed and submitted with copies of the required documents on the Brooklyn College website through Dynamic Forms by the student
- COPIES OF UNEXPIRED DOCUMENTS TO SUPPORT FORM I-9 MUST BE MADE AND ATTACHED BEFORE THE FORM IS SUBMITTED!

# FORM I-9: Employment Eligibility Verification

- Individuals seeking employment in the United States of America must fill out Form I-9
- Review a copy of the form and acceptable **unexpired** documents in the following slides

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# FORM I-9: Employment Eligibility Verification

Students must provide you with the required documents in order for you to complete your section on page 2 after the interview and intent to hire the student

- One document from “List A”

or

- One document from both “List B” and “List C”

[Instructions on how to fill out Form I-9 can be found by clicking here](#)

FWS supervisors are to arrange to see the student’s actual documents in person when completing “Section 2” of the Form I-9. The completed Form I-9 and copies of the acceptable unexpired documents must be given to the student to upload in the Dynamic Forms system.

Retain a copy of the Form I-9 plus documents of identification for at least 5 years.



**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):

<input type="checkbox"/> 1. A citizen of the United States	
<input type="checkbox"/> 2. A noncitizen national of the United States (See instructions)	
<input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____	
<input type="checkbox"/> 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: _____ <b>OR</b> 2. Form I-94 Admission Number: _____ <b>OR</b> 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)
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**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

STOP Employer Completes Next Page STOP

Form I-9, Employment Eligibility Verification:

Students are required to complete the first page of the Form I-9.

Students need to complete and sign page 1 of the Form I-9.



**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	Document Title	Document Title	Document Title	
Issuing Authority	Issuing Authority	Issuing Authority	Issuing Authority	Issuing Authority	Issuing Authority	
Document Number	Document Number	Document Number	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)	Expiration Date (if any) (mm/dd/yyyy)	Expiration Date (if any) (mm/dd/yyyy)	Expiration Date (if any) (mm/dd/yyyy)	
Document Title	Additional Information		OR Code - Sections 2 & 3 Do Not Write In This Space			
Issuing Authority						
Document Number						
Expiration Date (if any) (mm/dd/yyyy)						
Document Title						
Issuing Authority						
Document Number						
Expiration Date (if any) (mm/dd/yyyy)						

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)
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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
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Form I-9, Employment Eligibility Verification:

Supervisor must fill out Section 2, as follows below.

Supervisor **MUST** fill out either List A *or* both List B and List C, using the proper supporting documents.

Leave this field **BLANK** (1<sup>st</sup> day of work based on submission of all completed placement forms)

Supervisor **MUST** sign Form I-9 in the area shown.

## LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED

Employees may present one selection from List A  
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	LIST B Documents that Establish Identity	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> <li>1. U.S. Passport or U.S. Passport Card</li> <li>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</li> <li>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</li> <li>4. Employment Authorization Document that contains a photograph (Form I-766)</li> <li>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:               <ol style="list-style-type: none"> <li>a. Foreign passport; and</li> <li>b. Form I-94 or Form I-94A that has the following:                   <ol style="list-style-type: none"> <li>(1) The same name as the passport; and</li> <li>(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.</li> </ol> </li> </ol> </li> <li>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</li> </ol>	<p style="text-align: center;">OR</p> <ol style="list-style-type: none"> <li>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</li> <li>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</li> <li>3. School ID card with a photograph</li> <li>4. Voter's registration card</li> <li>5. U.S. Military card or draft record</li> <li>6. Military dependent's ID card</li> <li>7. U.S. Coast Guard Merchant Mariner Card</li> <li>8. Native American tribal document</li> <li>9. Driver's license issued by a Canadian government authority</li> <li style="text-align: center;"><b>For persons under age 18 who are unable to present a document listed above:</b></li> <li>10. School record or report card</li> <li>11. Clinic, doctor, or hospital record</li> <li>12. Day-care or nursery school record</li> </ol>	<p style="text-align: center;">AND</p> <ol style="list-style-type: none"> <li>1. A Social Security Account Number card, unless the card includes one of the following restrictions:               <ol style="list-style-type: none"> <li>(1) NOT VALID FOR EMPLOYMENT</li> <li>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</li> <li>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</li> </ol> </li> <li>2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)</li> <li>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</li> <li>4. Native American tribal document</li> <li>5. U.S. Citizen ID Card (Form I-197)</li> <li>6. Identification Card for Use of Resident Citizen in the United States (Form I-179)</li> <li>7. Employment authorization document issued by the Department of Homeland Security</li> </ol>

Examples of many of these documents appear in Part 13 of the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.

The third page of Form I-9 shows which supporting documents are acceptable when filling out section 2.

Examples:

- The U.S. Passport is an acceptable document for LISTA.
- A Driver's License or state picture ID, or school ID is an acceptable document for LIST B.
- A Social Security Card or a U.S. Birth Certificate is an acceptable document for LIST C.

**\*\* ALL DOCUMENTS MUST BE CURRENT! EXPIRED DOCUMENTS ARE NOT ACCEPTABLE! \*\***

# Notice of Acknowledgment of Pay Rate and Payday form



## Notice and Acknowledgement of Pay Rate and Payday Under Section 195.1 of the New York State Labor Law Notice for Hourly Rate Employees

### 1. Employer Information

Name:

Doing Business As (DBA) Name(s):

FEIN (optional):

Physical Address:

Mailing Address:

Phone:

### 2. Notice given:

- At hiring  
 Before a change in pay rate(s), allowances claimed or payday

### 3. Employee's rate of pay:

\$ \_\_\_\_\_ per hour

### 4. Allowances taken:

- None  
 Tips \_\_\_\_\_ per hour  
 Meals \_\_\_\_\_ per meal  
 Lodging \_\_\_\_\_  
 Other \_\_\_\_\_

### 5. Regular payday: \_\_\_\_\_

### 6. Pay is:

- Weekly  
 Bi-weekly  
 Other

### 7. Overtime Pay Rate:

\$ \_\_\_\_\_ per hour (This must be at least 1½ times the worker's regular rate with few exceptions.)

### 8. Employee Acknowledgement:

On this day I have been notified of my pay rate, overtime rate (if eligible), allowances, and designated pay day on the date given below. I told my employer what my primary language is.

#### Check one:

I have been given this pay notice in English because it is my primary language.

My primary language is \_\_\_\_\_. I have been given this pay notice in English only, because the Department of Labor does not yet offer a pay notice form in my primary language.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Preparer's Name and Title

**The employee must receive a signed copy of this form. The employer must keep the original for 6 years.**

**Please note:** It is unlawful for an employee to be paid less than an employee of the opposite sex for equal work. Employers also may not prohibit employees from discussing wages with their co-workers.

Students fill out section 8

Work start date will be indicated here

FWS staff will fill out Preparer's Name and Title

# When Can Students Start Work?

- The student must complete and submit all forms on the Brooklyn College website via Dynamic Forms.
- The student and supervisor will receive an email stating that their hire request has been approved. The student cannot work until they have received a Hire Approval email from the Federal Work-Study Program which will indicate the date they can start work.
  - Students will be submitting copies of the **Notice and Acknowledgement of Pay Rate and Payday Form** (Labor Form) via Dynamic Form along with the Form I-9 and copies of all supporting documents.

# FWS Payroll Procedures

Ms. Jennifer Clarke - FWS Payroll Assistant

Email: [JClarke@Brooklyn.cuny.edu](mailto:JClarke@Brooklyn.cuny.edu)

- The time sheet will be available online using the TimesheetX feature. All time will be entered by the supervisor.
- Students and supervisors are responsible for tracking the utilization of hours worked and hours remaining
- Establish a work schedule which will not conflict with student's class schedule. Work schedules should be formulated based on quarter-hour, half-hour or hour intervals.
  - For example: Hour interval: 10:00 – 2:00 or 9:30 – 12:30
  - Half – hour interval: 10:00 – 1:30 or 9:30 – 01:00
  - Quarter-hour interval: 10:00 – 1:45 or 9:30 – 12:45

# FWS Payroll Procedures

## Work Schedules

- Maximum of 20 hours per week, and minimum of 6 hours per week. During the summer, winter session and spring break 25 hours per week may be approved by the Federal Work-Study Office. FWS supervisors will receive an email if additional maximum hours are approved.
- Time entries should be recorded each work day by the supervisor.
- Students must take a minimum half hour break after the 6th consecutive hour of work.
- Students may not work during class time (refer to your copy of student's class schedule printed from CUNYfirst submitted at the time of hire).
- Students will not be able to work on days when the college is officially closed.
- The FWS supervisor and student should discuss the work schedule to best utilize the FWS offer allocated for each semester. Students may not exceed their Fall semester Work-Study offer. Students with an offer for the Spring semester may not exceed their offer for Spring.
- Due to the current budget, funds may not be available to increase FWS offers. Monitor student's utilization of their FWS offers.

**\*\*\* DO NOT ALLOW STUDENT TO WORK IN EXCESS OF THE FWS OFFER. \*\*\***

**PAYMENT OF ANY EXCESS EARNINGS AFTER WORK-STUDY FUNDS WERE FULLY UTILIZED OR IF STUDENT NO LONGER QUALIFIES FOR PROGRAM PARTICIPATION IS THE RESPONSIBILITY OF THE DEPARTMENT OR OFFICE WHICH PERMITTED THE STUDENT TO CONTINUE WORKING.**

# FWS Payroll Procedures

- Submission of time sheets:
  - Submitted online on TimesheetX
  - Due Monday before midnight
- FWS students cannot work days, evenings, weekends, or holidays if the supervisor or designated alternate supervisor (college employee) will not be present. This applies when positions are not remote.

# Summary

- Retain a copy of the student's official class schedule from CUNYfirst and provide them a written work schedule which will not overlap with their classes.
- Student can start working based on the date indicated on the hire approval email and labor form.
- Submit time sheets on TimesheetX Monday before midnight. However, supervisors are advised to submit the time sheet on the last day the student works for each period to minimize any delay of payment to the student. Delay in submission of time sheets could cause a delay in money disbursement to the student and create financial hardship.
- Keep track of utilization of student's hours. Your job site will be responsible for hours the student works in excess of their stipulated FWS offer.
- Enrollment status for financial aid eligibility is established on the 7th day of the semester. Any classes added after this point will not be counted towards financial aid eligibility.
- Student must maintain at least 6 credits each semester to be eligible to participate in the Federal Work-Study Program.
- 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.

# Contact Information

- Supervisors and students may email [fws@brooklyn.cuny.edu](mailto:fws@brooklyn.cuny.edu) to ask any questions regarding the FWS Program.

**BEST WISHES FOR A SUCCESSFUL  
AND COLLABORATIVE EXPERIENCE !**