

2016 - 2017 Placement Procedures for On-Campus FWS Supervisors

The official start date for the Fall 2016 FWS Program is August 25, 2016.

FWS On-Campus Pay Rates Effective 2016-2017 Academic Year:

Undergraduate Students: **\$11.00 per hour**

Graduate Students: **\$12.00 per hour**

- **Current FWS supervisors:** Complete the FWS Student Request Form by typing required information. Sign where indicated and forward both pages to the Brooklyn College Financial Aid Office via interoffice mail immediately.
- **Prospective FWS supervisors:** Contact the office regarding details about the program and eligibility for participation.
- Students will be seen for job placement only by appointment. **Placement schedule is as follows:**

Tentative Summer Placement: Starts July 7th (may change due to awarding/eligibility process)

Early Fall Placement:

- Continuing students – July 7 -14, August 2 - 4
- Incoming students – August 8 - 12

Additional placement appointments for all eligible students start August 25th

- The FWS supervisor is responsible for interviewing each student to determine if they meet the requirements (skills, available work schedule, etc.) to be hired for the position on file. Supervisors must obtain a copy of the student's class schedule to ensure work schedule is not during class meeting times on CUNYfirst.

To finalize placement: Student must complete and return the forms: FWS Student/Employer Acknowledgements, Form I-9 and a copy of the required supporting documents to the FWS staff at the job placement site before starting work. A New York State Department of Labor Form will be issued to the student indicating employment authorization and approved date to begin work. **You must obtain a copy of the NYS Department of Labor Form document from the student before any work is performed. The supervisor must attach a copy of the New York State Labor Form to the time sheet submitted for the 1st payroll period worked by the student. Earliest work date reflected on time sheet may not be prior to approved start date.** The FWS supervisor is required to retain all Federal Work-Study documents for the required five years.

SUMMER 2016 PLACEMENT INFORMATION: Continuing matriculated students maintaining a minimum enrollment of 6 credits and have a FWS award for Fall 2016 may request to utilize these funds during the summer based on certain conditions.

- Spring 2016 - enrolled and maintained a minimum of 6 credits in division of matriculation.
- Fall 2016 - enrolled for a minimum of 6 credits in division of matriculation.
- No outstanding balance due to college for Fall 2016 or prior semesters.
- **Meet Federal Satisfactory Academic Progress (SAP) standards.**
- **Awarded/Accepted Federal Work-Study for 2016-2017 as a Brooklyn College student on their CUNYfirst account.**

Federal Work-Study is awarded for the fall and spring semesters. Continuing students who have a FWS award for Fall 2016 on their CUNYfirst account may request to utilize funds during the summer based on above conditions. Students requesting to return to their on-campus job site from 2015-2016 must be provided with a letter on Brooklyn College stationery by their supervisor indicating the total number of hours the student will work for the summer based on their award. FWS supervisors must include that students who utilize their Fall 2016 FWS funds in the summer cannot be guaranteed additional FWS funds for Fall 2016/Spring 2017. The student should be advised to contact us at (718) 951-5178 as of July 7th, in order to discuss eligibility for summer job placement. Eligible students will be informed of available appointments.

Please contact the office at x5178 if you have any questions.