

July 25, 2019

Dear Federal Work-Study Supervisor,

As we prepare for the 2019-2020 academic year, a new system for the Federal Work-Study Program is being implemented.

You will receive an email communication regarding the new system when implementation is finalized. Below are some of the impressive features:

- Post your positions online for students to review eliminating paper job descriptions
- Students will contact you via the system to request an interview
- You select which applicants you want to interview, choose to hire or not hire
- The supervisor and student receive an email with the specific start date once the hire is approved
- A job request will be closed once all positions you listed are filled
- No time sheets to mail : the payroll system is a fully online process
- The online time sheet should eliminate any erroneous input of hours
- Time cannot be entered for student until placement process is completed
- Time cannot be entered during a time student is scheduled for class according to CUNYfirst
- Total hours worked for entries are calculated by the system

We will have PowerPoint presentations available to provide step-by-step guidance on how to list an FWS position on the new system. Additionally, we will offer training workshops for FWS supervisors who will need assistance with the new system for placement and payroll procedures.

Students awarded Federal Work-Study funds for Fall 2019 and Spring 2020 can view this information on their CUNYfirst account. **Job placement is by appointment for eligible students with FWS awarded and accepted for the Fall 2019 - Spring 2020 semesters.** Placement appointments will be available starting August 27th.

This is a reminder that students may not begin working prior to the completion of the placement process. The student may not begin work as a FWS employee prior to the date indicated in the approval email from the Financial Aid Office. If you allow the student to work before the date indicated your job site will be responsible for payment of wages. Retain a copy of all forms with other placement and payroll documents.

Students who do not have a Federal Work-Study award offer for the 2019-2020 academic year may contact the FWS Office to inquire about the appeal process and have their name placed on the waitlist.

The following link is being provided as a resource for FWS supervisors.

http://www.brooklyn.cuny.edu/web/off_financialaid/FWS_Program_Orientation_for_Supervisors.pdf

Please contact the office at (718)951-5178 or (718)951-5816 if have any questions.