Dear Federal Work-Study Supervisor,

Once again we are gearing up for the new academic year of 2018-2019. There was a delay in contacting you as we are in the process of considering a new placement and payroll resource to make the process more streamline for all involved. The procurement is still pending at this time, therefore we will use the existing forms and placement procedures as last year.

You will be updated regarding the new system when fully approved and ready for implementation, meanwhile below are some of the impressive features:

- Post your positions online for all eligible FWS recipients 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
- Job request will be closed once all positions you listed are filled
- The time sheet would 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
- Time cannot be entered if student has used all of their hours
- Total hours worked for entries are calculated by the system

Students awarded Federal Work-Study funds for Fall 2018 and Spring 2019 can view this information on their CUNYfirst account. **Job placement is by appointment for eligible students with FWS awarded and accepted for the Fall 2018- Spring 2019 semesters.** Placement appointments will be available starting August 13th. If you would like to list a position for the academic year please complete the FWS Student Request Form and return it to 308 West Quad Center. Students may not begin working prior to the completion of the placement process. The student who has completed the placement process will give you the yellow copies of the FWS Program Student/Employer Acknowledgments form, FERPA form and the New York State Department of Labor Form issued by the FWS staff indicating employment authorization and date to begin work. The student may not begin work as a FWS employee prior to that date. 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. Attach a copy of the New York State Department of Labor Form to the 1st time sheet submitted for each student hired.

The FWS Student Request Form is included as an attachment. The following link is being provided as a resource for FWS supervisors.


New awards are not being made at this time. However, students who meet the federal program guidelines and would like to be considered for Federal Work-Study may e-mail FWS@brooklyn.cuny.edu and have their name added to the wait list as an appeal candidate pending availability of funds during the fall semester.

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