



## **2015 - 2016 Placement Procedures for On-Campus Supervisors**

### **2015-2016 FWS Program for Fall will commence on August 27, 2015**

- 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 for approval and details about the program.
- Students will be seen for job placement only by appointment. Placement schedule is as follows:

#### Fall Placement:

- Continuing students – starts July 21<sup>st</sup>
- Incoming students – starts August 19<sup>th</sup>
- 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.

To finalize placement: Student must complete and return the forms: FWS Student/Employer Acknowledgements, Form I-9 and a copy of the 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 1<sup>st</sup> payroll period worked for the student.** The FWS supervisor is required to retain all Federal Work-Study documents for the required five years.

**SUMMER 2015 PLACEMENT INFORMATION: Continuing matriculated students maintaining a minimum enrollment of 6 credits and have a FWS award for 2015-2016 may request to utilize these funds during the summer based on certain conditions.**

- Spring 2015 - enrolled and maintained a minimum of 6 credits in division of matriculation.
- Fall 2015 - enrolled for a minimum of 6 credits in division of matriculation.
- No outstanding balance due to college for Fall 2015 or prior semesters.
- Meet federal satisfactory academic progress (SAP) standards.
- **Awarded/Accepted Federal Work-Study for 2015-2016 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 2015-2016 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 2014-2015 must be provided with a letter on Brooklyn College stationary 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 FWS funds in the summer cannot be guaranteed additional FWS funds for the Fall 2015/Spring 2016. The student should be advised to contact us at (718) 951-5178 as of June 30<sup>th</sup>, in order to make an appointment to discuss eligibility for summer job placement.

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