



FEDERAL WORK-STUDY *ORIENTATION*

WELCOME

TO THE ONLINE FWS ORIENTATION

Students are required to answer the orientation review questions. Bring the **completed** forms with you at the time of your job placement appointment.

Job Placement Site:

Financial Aid Office
Brooklyn College
West Quad Center
Room 308

Telephone: (718)951-5178
Email: fws@brooklyn.cuny.edu



You can **access** and **print** the orientation review questions online by clicking the link below.

Orientation Review Questions

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



FWS PROGRAM MISSION

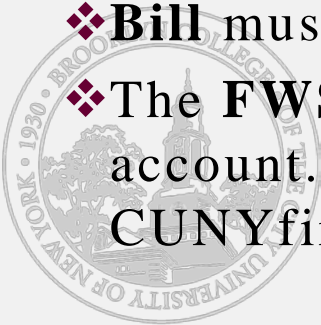
The Federal Work-Study Program provides many benefits:

- ❖ It serves as a source of financial assistance.
- ❖ It offers a training ground where students can work and gain valuable experience.
- ❖ 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).



HOW DOES A STUDENT RECEIVE A WORK-STUDY AWARD?

- ❖ **File the current academic year's Free Application for Federal Student Aid (FAFSA).** Since funds are limited, students are advised to **file early**, and can file as early as January 2nd for the following academic year. Be sure to **indicate your request for Federal Work Study (FWS)** on FAFSA.
- ❖ Make sure to **complete** your **“To Do List”** on your **CUNYfirst** account.
- ❖ Meet **Federal** and **CUNY eligibility criteria**.
- ❖ **Be enrolled for 6 or more credits** for the semester. Enrollment status must be established by the 7th day of the semester.
- ❖ **Bill** must be **paid**.
- ❖ The **FWS award will appear** on the student's CUNYfirst account. You must **accept the FWS award offered** on your CUNYfirst account prior to placement appointment.



PLACEMENT OPPORTUNITIES

Students have many options available to choose from:

- ❖ **On-campus**
- ❖ **Off-campus**
- ❖ **New York City Public Service Corps (PSC)**

**Note: FWS positions can be reviewed at the time of your placement appointment.*





ON-CAMPUS

❖ Administrative
Offices

❖ Academic
Departments

❖ Art
Studios/Galleries

❖ Childcare Center

❖ Library

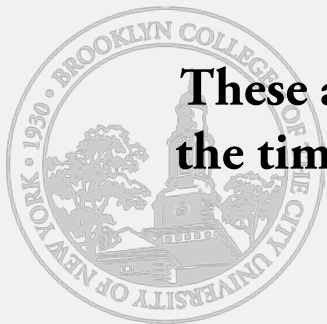
❖ Computer Labs

❖ Science Labs

❖ Tutorial Centers

❖ Language Labs

These are only some of the possibilities. Closely review all listings at the time of your appointment and select several positions best suited for you and arrange for interviews.



OFF-CAMPUS



Agencies have affiliated with CUNY and offer a variety of work experiences and opportunities.

Various types of positions are available:

- ❖ **Assistant Teacher**
- ❖ **Administrative Assistant**
- ❖ **Afterschool Program Intern**
- ❖ **Jumpstart Corps Member**

- ❖ **Tech Coordinator Intern**
- ❖ **Additional information can be reviewed at the time of appointment.**



OFF-CAMPUS

New York City Public Service Corps (PSC)

❖ **PSC provides students with opportunities to:**

- ❖ Build occupational skills
- ❖ Serve their communities
- ❖ Learn about careers in the public sector

❖ **PSC sites are at various off-campus affiliated NYC agencies**

❖ **An application can be requested and completed at the time of your placement appointment. An interview will have to be arranged with the PSC placement staff in Manhattan.**



PLACEMENT PROCESS FOR ELIGIBLE STUDENTS

Make a placement appointment online for Fall/Spring Placement:

❖ **Log on to BC WEBCentral Portal**

❖ **“Schedule an appointment” under “eServices”**

❖ **“Financial Aid Specialists Tool (F.A.S.T.)”**

❖ **“Federal Work Study (FWS) Placement”**

❖ **Choose an appointment slot that fits your schedule with one of the FWS Program Assistants**

If you need assistance with making an appointment, contact us at (718) 951-5178.



PLACEMENT PROCESS FOR ELIGIBLE STUDENTS (CONTINUED)

When you report to your job placement appointment, you **must bring:**

- ❖ Validated Brooklyn College ID Card
- ❖ Completed FWS Orientation Review Questions
- ❖ Resume
- ❖ Printed copy of class schedule from CUNYfirst
- ❖ Placement Packet (W-4, IT-2104/2104E, Fact Sheet, Form I-9, Placement Sheet, FWS Program Questionnaire)
- ❖ Acceptable documents listed on I-9 (must not be expired and must match the information you filed with Brooklyn College)

**For more information, view the [Notice to Students With FWS Award](http://www.brooklyn.cuny.edu/web/off_financialaid/Notice_to_students_awarded_work_study.pdf) on the Brooklyn College website.*

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



FORM I-9, EMPLOYMENT ELIGIBILITY VERIFICATION

- ❖ Individuals seeking employment in the United States are required to fill out Form I-9.
- ❖ Students must bring the original document, and not a copy of it; they may bring
 - ❖ One document from “List A”
 - OR**
 - ❖ One document from “List B” and “List C”

***Review a copy of the acceptable unexpired documents in the following slide.**





Employment Eligibility Verification

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 03/31/2016

▶ **START HERE.** Read instructions carefully before completing this form. The instructions must be available during completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire 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 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	E-mail Address			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):

- ☐ A citizen of the United States
- ☐ A noncitizen national of the United States (See instructions)
- ☐ A lawful permanent resident (Alien Registration Number/USCIS Number): _____
- ☐ An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) _____. Some aliens may write "N/A" in this field. (See instructions)

For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number:

1. Alien Registration Number/USCIS Number: _____

OR

2. Form I-94 Admission Number: _____

If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:

Foreign Passport Number: _____

Country of Issuance: _____

Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. (See instructions)

Signature of Employee:	Date (mm/dd/yyyy):
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Preparer and/or Translator Certification *(To be completed and signed if Section 1 is prepared by a person other than the employee.)*

I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator:		Date (mm/dd/yyyy):	
Last Name (Family Name)		First Name (Given Name)	
Address (Street Number and Name)		City or Town	State Zip Code



Employer Completes Next Page



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 examine a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents" on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.)

Employee Last Name, First Name and Middle Initial from Section 1:

List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title:		Document Title:		Document Title:
Issuing Authority:		Issuing Authority:		Issuing Authority:
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):
Document Title:				
Issuing Authority:				
Document Number:				
Expiration Date (if any)(mm/dd/yyyy):				
Document Title:				
Issuing Authority:				
Document Number:				
Expiration Date (if any)(mm/dd/yyyy):				

3-D Barcode
Do Not Write in This Space

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		Date (mm/dd/yyyy)	Title of Employer or Authorized Representative	
Last Name (Family Name)		First Name (Given Name)	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) Last Name (Family Name) First Name (Given Name) Middle Initial B. Date of Rehire (if applicable) (mm/dd/yyyy):

C. If employee's previous grant of employment authorization has expired, provide the information for the document from List A or List C the employee presented that establishes current 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:	Date (mm/dd/yyyy):	Print Name of Employer or Authorized Representative:
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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	OR	LIST B Documents that Establish Identity	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (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. 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 		<ol style="list-style-type: none"> 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 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 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 	<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of Birth Abroad issued by the Department of State (Form FS-545) 3. Certification of Report of Birth issued by the Department of State (Form DS-1350) 4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 5. Native American tribal document 6. U.S. Citizen ID Card (Form I-197) 7. Identification Card for Use of Resident Citizen in the United States (Form I-179) 8. Employment authorization document issued by the Department of Homeland Security



PLACEMENT PROCEDURES

- ❖ Methodically review available FWS job listings
- ❖ Select positions that interest you– be sure you are able to meet the qualifications listed
- ❖ Contact supervisor(s) to verify if the position is still available
- ❖ Arrange for an interview
- ❖ **Discuss a work schedule that will not conflict with your class schedule (as per your CUNYfirst registration)**



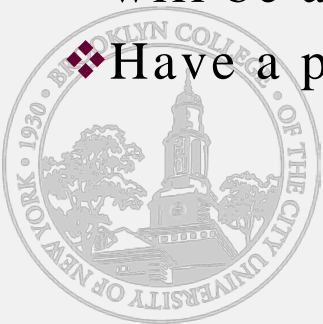
PLACEMENT PROCEDURES (CONTINUED)

- ❖ **On-campus:** students do not need to bring the “Federal Work Study Program Student/Employer Acknowledgements” form when going for the initial interview
- ❖ **Off-campus:** students should take the “Federal Work Study Program Students/Employer Acknowledgements” form with them to the interview
- ❖ **Public Service Corps:** application for this program can be requested at the time of the placement appointment and should be submitted to PSC afterwards



INTERVIEWING TIPS

- ❖ Bring your current resume and official class schedule (printed from CUNYfirst)
- ❖ Know what times you are available to work
- ❖ Dress appropriately for the interview
- ❖ Have a pen and pad ready to take any notes
- ❖ Be clear about what skills you have to offer
- ❖ Ask supervisor what new skills can be gained from this position and training opportunities
- ❖ Clarify who will supervise you and what job responsibilities you will be assigned
- ❖ Have a positive attitude



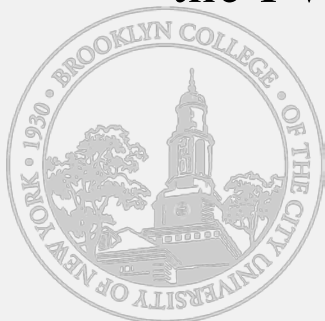
INTERVIEWING TIPS (CONTINUED)

- ❖ Be certain to take note on the following:
 - ❖ Name of your interviewer
 - ❖ Names of all supervisors
 - ❖ Job location
 - ❖ Agreed upon work schedule (cannot overlap with official time of your classes)
 - ❖ The next time to return to have supervisor(s) sign the Federal Work Study Program Student/Employer Acknowledgements form and Form I-9



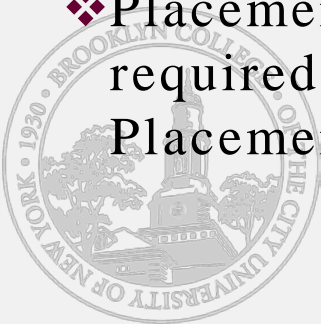
OBTAINING A STUDENT/EMPLOYER ACKNOWLEDGEMENTS FORM BEFORE WORKING ON-CAMPUS

- ❖ After interviewing and accepting one position be certain to:
 - ❖ Notify each supervisor you met with about your final decision as to which position you accepted
 - ❖ Return to the Brooklyn College Office of Financial Aid (job placement site, 308 WQC) in order to obtain “Federal Work Study Program Student/Employer Acknowledgements” form from the FWS Placement Staff



THE NEXT STEP

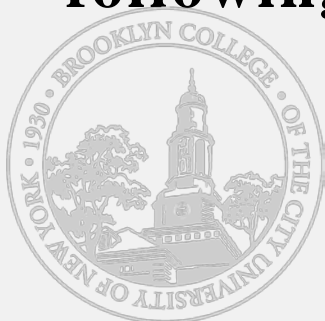
- ❖ Return to the job site at the time agreed upon during the interview
- ❖ Student must **provide a copy of their class schedule** to the supervisor
- ❖ **Have supervisor complete and sign the original Form I-9 and make copies of the required documents to submit with the Federal Work Study Program Student/Employer Acknowledgements form**
 - ❖ Copies of the documents to support Form I-9 **MUST** be made **BEFORE** returning to the FWS Placement Site
- ❖ Placement is official once the student *personally* returns **ALL** required forms to the FWS Staff in the Financial Aid Office/Job Placement Site



WHEN CAN I START WORKING?

- ❖ Placement is complete once the student submits all required forms to the FWS staff at the Financial Aid Office Job Placement Site (308 WQC).
 - ❖ The earliest start date for students will be the date on their NYS Department of Labor Form.
- ❖ Be sure to refer and follow the **FWS Payroll Schedule**.

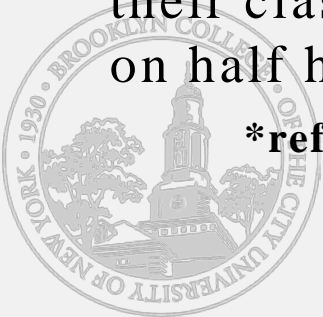
****Students may not work as a FWS employee without following the required procedures.**



FWS PAYROLL PROCEDURES

Ms. Jennifer Clarke
FWS Payroll Assistant
Telephone #: (718) 951-5179

- ❖ Students and supervisors must follow the FWS Payroll Schedule to properly complete time sheets
 ***refer to FWS Payroll Schedule Sample**
- ❖ Supervisors must complete time sheet entry every day the student reports to work.
- ❖ Students must have a work schedule that does not conflict with their class schedule. Work schedules should be formulated based on half hour or hour intervals
 ***refer to FWS Time Sheet Sample**



PAYROLL PROCEDURES (CONTINUED)

Work Schedules:

- ❖ Minimum of 6 hours and maximum of 20 hours per week
 - ❖ Students must take a minimum half hour break after the 6th consecutive hour of work
 - *refer to FWS Time Sheet Sample**
 - ❖ A copy of the NYS Department of Labor Form must be attached to the first time sheet submitted for the academic year
- ❖ Do NOT work in EXCESS of the FWS Award indicated on your FWS Student/Employer Acknowledgements form—use your FWS Payroll Schedule to track the # of hours worked after every pay period.



THE CITY UNIVERSITY OF NEW YORK
FEDERAL WORK-STUDY TIME SHEET

Pay Period Number

9

PLEASE READ INSTRUCTIONS BEFORE FILLING OUT THIS FORM!

BUSINESS UNIT

B K L O 1

DEPARTMENT

1 1 2 2 1

12345678

EmplID

Will
First

Pay Period Begins

09/18/16

Pay Period Ends

TO 10/01/16

Student's Name Smart
Last

1 2 3 4

Social Security Number

\$ 10.50 Hourly Pay Rate

swill@gmail.com

Student's email address

mrfooster@brooklyn.cuny.edu

Supervisor's email address

Foster's Financial Services

Agency Name/College Dept. (To be used for "on-campus" position.)

9586 Bedford Ave, Brooklyn, NY

Agency Address

3rd Floor

Work Location

(917) 917-1719

Work Telephone Number

Work Address (if different)

X 1234

Extension

Time sheet should be mailed immediately (Financial Aid Office) for the student whose work schedule ends any day prior to the last day of the pay period. Sign in blue or black ink.

Current hours available: 168

Mo/Day	IN	OUT	IN	OUT	IN	OUT	TOTAL
SUN. 09/18							0
MON. 09/19	2:00	7:00	8:00	10:30			7.5
TUE. 09/20							0
WED. 09/21							0
THU. 09/22							0
FRI. 09/23	10:00	4:00	5:00	8:00			9
SAT. 09/24							0

Total Hours for 1st Week →

16.5

Mo/Day	IN	OUT	IN	OUT	IN	OUT	TOTAL
SUN. 09/25							0
MON. 09/26							0
TUE. 09/27							0
WED. 09/28	9:00	3:00	4:00	9:00			11
THU. 09/29							0
FRI. 09/30	1:00	5:30					4.5
SAT. 10/01							0

Total Hours for 2nd Week →

15.5

I certify that:

- the record of hours worked, as submitted on this time sheet is correct.
- the hours worked did not conflict with the student's official class schedule on CUNYfirst.
- all work has been performed satisfactorily. ☒ yes ☐ no

Supervisor's signature (blue or black ink)

ALL TIME SHEETS MUST BE MAILED

I certify that:

- the record of hours worked, as submitted on this time sheet is correct.
- the hours I worked did not conflict with my official class schedule on CUNYfirst.

Student's signature (blue or black ink)

Total Hours for Pay Period

Remaining hours:

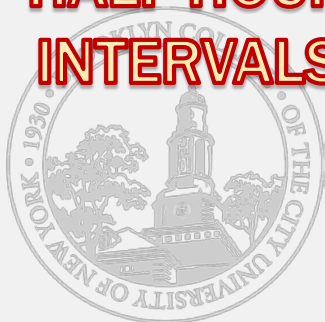
32

136

A minimum of a half hour break is required after 6 consecutive hours of work.

HOUR
INTERVALS

HALF HOUR
INTERVALS



** Must be signed
with blue/black
ink **



*Keep track of your remaining hours

2016 - 2017 Bi-Weekly Payroll for Work Study

For student and site supervisor use only

Student's Name: Will Smart Job Location: Foster's Financial Services EmpID: 12345678

SIGN UP FOR DIRECT DEPOSIT OR SCHOLAR CARD! FASTER ACCESS TO YOUR FINANCIAL AID MONEY!
(Links provided on the next page)

SPECIAL NOTE: Time sheets submitted which are not in compliance with FWS payroll procedures will be returned to the supervisor. Unsigned time sheets will be returned for appropriate signature(s). Acceptable signatures are those indicated on the 2016-2017 Federal Work Study Program Student/Employer Acknowledgements form. Late time sheets must have an official letter from the supervisor attached justifying late submission. Time sheets are now due on a Friday unless the student works on the last Saturday of the pay period or the college is closed.

Ms. Jennifer Clarke: FWS Payroll Assistant

Pay Period Number	Pay Period Dates		Available Hours	Used Hours	Timesheet Due Date	Pay Date
	Begin	End				
1	05/29/16	06/11/16	200.0		06/10/16	
2	06/12/16	06/25/16	200.0		06/24/16	
3	06/26/16	07/09/16	200.0		07/08/16	
4	07/10/16	07/23/16	200.0		07/22/16	
5	07/24/16	08/06/16	200.0	32.0	08/05/16	
6	08/07/16	08/20/16	168.0		08/19/16	
7	08/21/16	09/03/16	168.0		09/02/16	
8	09/04/16	09/17/16	168.0		09/16/16	
9	09/18/16	10/01/16	168.0	32.0	09/30/16	
10	10/02/16	10/15/16	136.0		10/14/16	
11	10/16/16	10/29/16	136.0		10/28/16	
12	10/30/16	11/12/16	136.0		11/11/16	
13	11/13/16	11/26/16	136.0		11/25/16	
14	11/27/16	12/10/16	136.0		12/09/16	
15	12/11/16	12/24/16	136.0		12/23/16	
16	12/25/16	01/07/17	136.0		01/06/17	
17	01/08/17	01/21/17	136.0		01/20/17	
18	01/22/17	02/04/17	136.0		02/03/17	
19	02/05/17	02/18/17	136.0		02/17/17	
20	02/19/17	03/04/17	136.0		03/03/17	
21	03/05/17	03/18/17	136.0		03/17/17	
22	03/19/17	04/01/17	136.0		03/31/17	
23	04/02/17	04/15/17	136.0		04/14/17	
24	04/16/17	04/29/17	136.0		04/28/17	
25	04/30/17	05/13/17	136.0		05/12/17	
26	05/14/17	05/27/17	136.0		05/26/17	

Unused hours: 136

INTERSESSION (1/3/2017 - 1/24/2017): STUDENTS NOT RETURNING WITH A MINIMUM ENROLLMENT STATUS OF 6 CREDITS IN THEIR DIVISION OF MATRICULATION FOR SPRING 2017 MAY NOT WORK AFTER DECEMBER 24, 2016.

Memorial Day - 5/30/16
Independence Day - 7/04/16
Conversion Day - 7/05/16 (Monday schedule)
Conversion Day - 7/06/16 (Monday schedule)
Fall Semester Begins - 8/25/16
Labor Day - 9/05/16
Conversion Day - 10/06/16 (Monday Schedule)
Columbus Day - 10/10/16
Conversion Day - 10/14/16 (Tuesday Schedule)

Thanksgiving Recess - 11/24/16 - 11/27/16
Fall 2016 Final Examinations - 12/14/16 - 12/21/16
Last Day of Fall Semester - 12/21/16
Holidays Observed - 12/23/16 - 12/26/16 (College Closed)
New Year - 12/30/16 - 1/2/17
Winter Intercession - 1/03/17 - 1/24/17
Martin Luther King Jr. Day - 1/16/17
Spring 2017 Semester Begins - 1/30/17
Lincoln's Birthday - 2/13/17

Conversion Day - 2/15/17 (Monday Schedule)
President's Day - 2/20/17
Spring Recess - 4/10/17 - 4/18/17
Conversion Day - 4/20/17 (Monday Schedule)
Spring 2017 Final Exams - 5/22/17 - 5/26/17
Last Day of Spring Semester - 5/26/17

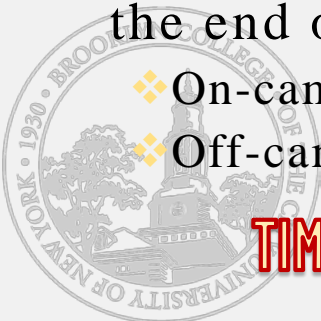
SEE NEXT PAGE FOR ADDITIONAL INFORMATION



PAYROLL PROCEDURES (CONTINUED)

- ❖ All time sheet entries must be made by the FWS Supervisor
- ❖ Work performed on a holiday
 - ❖ Supervisor must submit a memo to the FWS Payroll Assistant with the time sheet verifying the office was open and staff were at work
- ❖ Time sheet(s) submitted late
 - ❖ Supervisor must submit a memo justifying reason for late submission
 - ❖ Repeated occurrences may jeopardize program participation
- ❖ At the end of each pay period, student must obtain a copy of their original time sheet from their supervisor for their personal records and update their chart reflecting the utilization of hours
- ❖ Time sheets are due for submission by supervisors immediately at the end of each pay period
 - ❖ On-campus: must be sent via inter office mail
 - ❖ Off-campus: must be mailed via U.S. Postal Service

TIME SHEETS MAY NOT BE HAND DELIVERED TO THE OFFICE!



PAYMENT METHODS

- CUNY offers two electronic payment methods for students to receive refunds. Students may choose the payment method most convenient to them.
- The two methods are:
 - Direct Deposit to student's personal bank account.
 - CUNY Scholar Card, a money network prepaid card.

DIRECT DEPOSIT

Direct Deposit: Immediate transfer of your earnings to your bank account. It is a fast, secure, and recommended way to receive payment.

- ❖ This self-service option can be set up on your CUNYfirst account.

- ❖ Navigate to

- Self Service > Campus Finances > Manage My Account

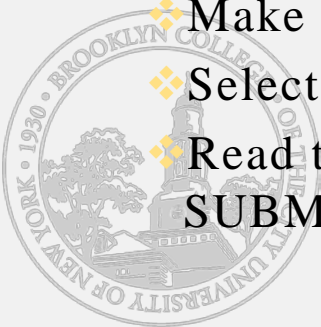
- ❖ Click “Add Account” on the “My Account” page and enter the required account information, then click “Next”

- ❖ ***TIP: Refer to your check/bank to verify your Bank Code which is the bank routing # and account information (any error will delay payment)**

- ❖ Make sure you then click “Enroll in Direct Deposit”

- ❖ Select your account nickname and click “Next”

- ❖ Read the Enroll in Direct Deposit Agreement, click “Yes” to agree and SUBMIT to finish



CUNY SCHOLAR SUPPORT PREPAID CARD

- Scholar Card – The prepaid card from Citibank. Your financial aid payments will be transferred to this card (according to the disbursement dates) once you have signed up for it. It is free to apply.
- CUNY Scholar Card, a money network prepaid card:
 - Eligibility Criteria:
 - Active enrollment of a minimum of 6 credits
 - No active Direct Deposit listed in CUNYfirst
 - Authorized Financial Aid
 - To learn more, visit: www.cuny.edu/scholarcard

ELECTRONIC PAYMENTS(CONTINUED)

Take note:

- ❖ Students who do not sign up for Direct Deposit or a Scholar card will have their checks mailed to their address on file.
- ❖ Misdirected or lost checks may take 2-3 months to replace.
- ❖ It is advised that students verify that their correct address is on file by checking their CUNYfirst account.



W-2 FORMS

- Students who work and are paid during a specific tax year will receive a W-2 Form.
- Students may also access this information on their CUNYfirst account.
- Log onto CUNYfirst->HR/Campus Solutions->Self Service->Payroll and Compensation->View W-2/W-2c Forms.
- If you are required by IRS to file a tax return, include your W-2 Form from FWS job earnings.

LEARN MORE ABOUT FEDERAL WORK-STUDY

Through the testimonials of former students

“There are **many benefits** of participating in the Federal Work-Study Program. Some are:

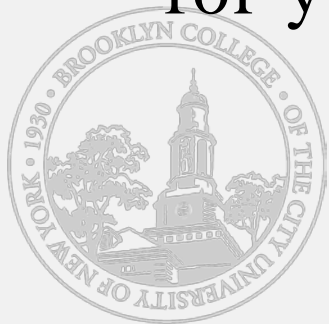
- **Establishing valuable networking skills**
- **Learning how to multi-task**
- **Learning how to meet deadlines**

As a result of the FWS Program, I was able to obtain a summer internship through the Public Service Corps (PSC). **I was matched with a job that was parallel with one of my academic concentrations.** Through job placement, I was able to work in the Administration of Children’s Services department learning about the design of children’s schools. In addition to working in an office setting, **I had the opportunity to go on-site and get hands on experience in regards to what I was learning in the office.** Overall, it was a great experience!”



Tips:

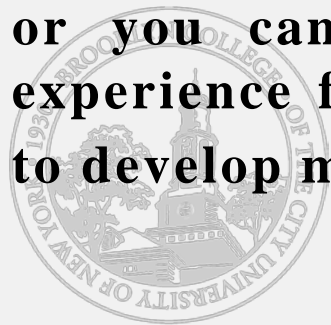
- Dress for **success**
- **Punctuality** is **key**
- **Always** take the **initiative**
- Be **responsible**
- Upon the conclusion of your job, **keep in touch** with your **co-workers** and **supervisors** as they can serve as **valuable references** for you



“I have been doing work-study for a year now. As a result of my participation in the program, I have come to **be more familiar with the typical work environment** and it has **allowed me to fully recognize my strengths**. This program also gave me a chance to **improve myself** and **acquire the skills needed** for any type of profession of my interest.

This opportunity **gives you the foundation** needed for any future endeavors to which you aspire to, a **chance to progress** in the areas of your interest and a **great way to be more involved** in your college.

You have a choice, you can approach this opportunity as just a job for earning extra money, or you can use it as a tool to gain valuable experience for building your resume and a chance to develop more confidence.”



OTHER EMPLOYMENT/INTERNSHIP OPPORTUNITIES

Magner Career Center

1303 James Hall

(718) 951-5696

Student services available:

- ❖ Alumni Mentoring
- ❖ Career Counseling/Assessments
- ❖ Career/Internship Fairs
- ❖ Career Panels and Workshops
- ❖ Company Visit Programs
- ❖ Internship/Job Opportunities
- ❖ Internship Stipend Awards
- ❖ Interview Practice
- ❖ Pre-Law Career Advisement
- ❖ Professional Skills Training
- ❖ Resume/Cover Letter Critique



<http://www.brooklyn.cuny.edu/web/academics/centers/magner.php>

WRAP-UP

- ❖ Students are advised to visit the Financial Aid Pages on the Brooklyn College website for additional information:
 - ❖ FWS Program
 - ❖ Direct Deposit
 - ❖ Other Financial Aid Programs
 - ❖ Federal Satisfactory Progress Standards for Title IV Financial Aid
- ❖ Brooklyn College Financial Aid Website:
<http://www.brooklyn.cuny.edu/web/about/offices/financial.php>



Students with Federal Work-Study Program inquiries are encouraged to contact us for assistance.

Telephone: (718) 951-5178
E-mail: fws@brooklyn.cuny.edu

**Financial Aid Office
Brooklyn College
West Quad Center
Room 308**

