

Dear Federal Work-Study Supervisors,

The FWS Program is accepting job descriptions. Job descriptions may be submitted on an ongoing basis during the academic year, and will be reviewed for posting which will enable students to apply for an interview. While most students will begin seeking positions during the initial weeks of the semester and probably into mid-semester, there will be those continuing who begin their search during the summer. Please allow approximately one week to be notified if the job description has been approved or if follow up will be required. There are usually more positions available than student applicants. Therefore, posting of a job description does not guarantee that the position will be filled.

Please note the following:

- FWS students may not replace regular Brooklyn College employees.
- FWS students may assist the regular Brooklyn College employees without direct access to confidential computer systems.
- FWS students should not be given the password to any of your official office/business accounts.
- FWS students may not be paid under the FWS Program if the job site is already paying them for the same work hours from another payroll source.
- FWS students may not begin work and have time sheets submitted for payment until the placement process is completed and both you and the student receive the “hire approval” e-mail.

The hire approval e-mail will state the earliest date the student may start working under the FWS Program. PowerPoint presentations are available to provide step-by-step guidance on how to list a FWS positions on the NextGen:JobX system (<https://bcfws.studentemployment.ngwebsolutions.com/>). Additionally, upon e-mail request we will offer support to FWS supervisors in need of assistance with the NextGen: JobX and TimesheetX systems for placement and payroll procedures.

Students offered Federal Work-Study funds for the fall and/or spring semesters can view that information on their CUNYfirst account. Eligible students with FWS as an accepted offer for the fall semester will be able to view on the Brooklyn College website information about the program and placement process. 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 hire approval email from the Financial Aid/FWS 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 for your records for a minimum of five years.

The following links for the FWS Program Orientation for Supervisors are being provided as a resource:

http://www.brooklyn.cuny.edu/web/off_financialaid/Orientation_for_On-Campus_Supervisors.pdf

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Eligible students with a Federal Work-Study accepted offer for fall semester will be assisted with job placement by appointment once job placement commences.

Reassignments: Students who worked during the prior academic year and are requesting to return to the same job site should contact the FWS supervisor for consideration. If approved, the FWS supervisor will e-mail request to FWS@brooklyn.cuny.edu. The request will be reviewed and if approved for a FWS offer, the student will be contacted with details on how to proceed with submission of required forms via Dynamic Forms and the full placement process.

New Applicants: Any eligible student who has the accepted FWS offer for the fall semester and is seeking placement at a new job site. Once all required forms have been received via the Dynamic Forms platform from the student and approved, a member of the FWS staff will e-mail the student with steps to follow to complete the placement process. Appointments for job placement may be made by students using the F.A.S. T. system. Students who do not have a Federal Work-Study offer for the academic year may contact the FWS Office to inquire about the appeal process. Please contact the office via e-mail at FWS@brooklyn.cuny.edu if you have any questions.