FEDERAL WORK-STUDY
ORIENTATION FOR STUDENTS
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: Brooklyn College Office of Financial Aid
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
Federal Work-Study is a type of financial aid which offers students the opportunity to earn money based on hours worked.

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 helps build your resume.
- It establishes valuable networking skills.
- 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?

- Apply for FWS by completing the Free Application for Federal Student Aid (FAFSA) available online October 1st of every year. Apply early because funds are awarded on the basis of financial need and are allocated on a first-come, first-serve basis.
  - Refer to FATV for information on when you can file your FAFSA at http://www.brooklyn.cuny.edu/web/about/offices/financial/fatv.php

- Be sure to indicate your request for Federal Work-Study (FWS) on FAFSA.

- Complete your “To Do List” on your CUNYfirst account. An outstanding item can prevent consideration for the awarding process of federal financial aid.

- Meet Federal and CUNY eligibility criteria.

- 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. Not immediately accepting the FWS award may result in cancellation of those funds.

- To avoid cancellation of your FWS award you must adhere to the deadline date for job placement.
• Students must meet the following conditions to be eligible:

• Be enrolled in a degree-granting program (matriculated)

• Be matriculated and enrolled at least on a half-time basis (6 credits or its equivalent in credit hours in their division of matriculation). Enrollment status must be established by the 7th day of the semester.
  • During the Summer, continuing students do not have to be enrolled, but must register at least half-time and have a paid bill for the following fall semester as a matriculated student

• Be a citizen of the United States, or an eligible non-citizen as per the program guidelines

• Maintain satisfactory academic progress (SAP)

• Demonstrate financial need
Accept the Federal Work-Study award:

- Login to your CUNYfirst account
- Select “Student Center”
- In the Finances section, click the “Accept/Decline Awards” link

On the “Select Aid Year to View” page, you may see listing for multiple aid years and multiple colleges. Click the link for the college and aid year.
Click the box to accept FWS and hit “Submit”. If you do not accept the award, you risk losing the award.
Students have many options available to choose from:

- On-campus
- Off-campus
- New York City Public Service Corps (PSC)
  - To learn more about the types of job opportunities offered by NYC Public Service Corps, students may visit the Public Service Corps website

*Note: You will be given access to view approved FWS positions online after your initial placement appointment.*
These are only some of the possibilities. Closely review all listings online and select a maximum of 5 positions best suited for you, apply, and arrange for an interview.
Agencies have affiliated with CUNY and offer a variety of work experiences and opportunities.

Various types of positions are available:

- Accounting Clerk
- Assistant Teacher
- Afterschool Program Intern
- IT Support Technician
- Jumpstart Corps Member
- Office Assistant
- Tutor
- Youth Worker
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.

On the “Applicants and Employees” page, click on “Required Forms”.

To apply for jobs, the following forms need to be completed:
1. FWS Orientation Questions
2. FWS Rights and Responsibilities Fact Sheet
3. FERPA: Family Educational Rights and Privacy Act Non-Disclosure Agreement
4. FWS Program Questionnaire
5. FWS Placement Sheet
6. Form W-4 Employee’s Withholding Allowance Certificate
   - A new Form W-4 is required for any student who claimed exempt when being placed in the summer/fall semester.
7. Select one form appropriate to your filing status:
   a) Form IT-2104 NYS Employee’s Withholding Allowance Certificate
   b) Form IT-2104E NYS Certificate of Exemption from Withholding
8. Form I-9: Employment Eligibility Verification
   - At the time of your appointment, bring acceptable documentation listed on the last page of the I-9 to establish your identity and employment authorization.
Note: The financial aid staff cannot assist students in completing their tax forms (W-4, IT-2104 and IT-2104E). If you have any questions AFTER you have read the instructions on the forms, please contact:

- The Internal Revenue Service (IRS) for the Form W-4.
- The New York State Department of Taxation and Finance for the IT-2104 and IT-2104E Forms.
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 one document from “List C”

*Review a copy of the acceptable unexpired documents on slide 16.*
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 a combination of one document from List B and one document from List C as listed on the List of Acceptable Documents.

Employee Info from Section 1

LIST A

<table>
<thead>
<tr>
<th>Document Title</th>
<th>Document Title</th>
<th>Document Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

LIST B

<table>
<thead>
<tr>
<th>Document Title</th>
<th>Document Title</th>
<th>Document Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

LIST C

<table>
<thead>
<tr>
<th>Document Title</th>
<th>Document Title</th>
<th>Document Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Identification and Employment Authorization

Issuing Authority

Document Number

Expiration Date: mm/dd/yyyy

Issuing Authority

Document Number

Expiration Date: mm/dd/yyyy

Issuing Authority

Document Number

Expiration Date: mm/dd/yyyy

Additional Information

Signature of Employer or Authorized Representative

Address (Street Number and Name)

City or Town

State ZIP Code

Click to Finish
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.

<table>
<thead>
<tr>
<th>LIST A</th>
<th>LIST B</th>
<th>LIST C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Documents that Establish Both Identity and Employment Authorization</td>
<td>Documents that Establish Identity</td>
<td>Documents that Establish Employment Authorization</td>
</tr>
</tbody>
</table>

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:
   a. Foreign passport; and
   b. Form I-94 or Form I-94A that has the following:
      (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

1. Driver's license or ID card issued by a State or territory possessing 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
10. For persons under age 18 who are unable to present a document listed above:
   a. School record or report card
   b. Clinic, doctor, or hospital record
   c. Day-care or nursery school record
   d. A Social Security Account Number card, unless the card includes one of the following restrictions:
      (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
To download instructions on filling out the Form I-9, you may click on the following link:

PLACEMENT PROCEDURES

1. Go to the Federal Work-Study Resource Page (“Applicants and Employees”) and click on the “Find a Job” link.
   - Select either the “Quick Search” or “Advanced Search” tab to view the available jobs.
     - Click on the “Job Title” for the job that you are interested in to view the “Job Details”.

2. Methodically review available FWS job listings

3. Select positions that interest you – be sure you are able to meet the qualifications and perform the job duties listed
   - **Do not apply for more than five jobs at a time.** You can only work at one site at any given time. Once you accept a position and have completed the placement process, you are expected to remain at that job site until your FWS award is completed.

4. Supervisors will contact you within 72 hours on the status of your application. If you do not receive an email response in 72 hours, contact the supervisor directly by phone or by visiting the job site

5. Arrange for an interview

6. During interview, discuss a work schedule that will not conflict with your class schedule (as per your CUNYfirst registration). Give a copy of your official class schedule to your supervisor.
INTERVIEWING TIPS

- Be on time and 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
- Have some familiarity with the position which you are applying
- 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
- Be sure not to take children or friends with you on the day of the interview
After the interview, if the supervisor is interested in hiring you, he/she must immediately submit an online hire request for you.

Have supervisor complete and sign the 2\textsuperscript{nd} page of the original Form I-9 and make copies of the required documents which you will need to submit to 308 West Quad Center

- Copies of the documents to support Form I-9 must be made before returning to the FWS Placement Site

Once the FWS Office receives your online hire request from the supervisor, you will be contacted to schedule a time to come to 308 West Quad Center to complete the placement process. Bring the Form I-9 & supporting documents at the time of appointment.
WHEN CAN I START WORKING?

- Placement is complete once the student submits all required forms to the FWS staff at the Financial Aid Office (308 WQC).
- The student and supervisor will receive an email stating that your hire request has been approved. Do not report to work until you receive the approval email from the Federal Work-Study Program.
  - The earliest start date for students will be the date on their Notice and Acknowledgement of Pay Rate and Payday form (formerly referred to as the Labor Form).
  - Students will be given copies of the Notice and Acknowledgement of Pay Rate and Payday form and FERPA. The student is given a copy of both forms and must provide the supervisor with a copy of each form.
- Be sure to reference and follow the FWS Payroll Schedule.

**Students may not work as a FWS employee without following the required procedures and receiving the approval email.**
As a student at Brooklyn College, you may be granted access to confidential records in order to perform your FWS assignments. You should be aware that all information is protected by a federal law known as the Family Educational Rights & Privacy Act (FERPA) and must be treated as confidential.

Under no circumstances may you release to any person (or persons) information about a student unless you have been instructed to do so by your supervisor. You must refer any requests for information about a student or member of the campus community to your supervisor.

Do not acquire student information that you do not need to do your job, nor should you exchange information about students that you may have learned while performing your job.

- Even a minor disclosure of information (such as telling another student of someone’s class schedule) could be a violation and result in penalties including the loss of your job.

You will be required to sign a statement agreeing that you will abide by the FERPA provisions of confidentiality while employed as a FWS student.

FERPA MOTTO: “Keep any information obtained in the workplace at the workplace.”
STUDENT RESPONSIBILITIES

- By accepting a Federal Work Study position students become employed by a job site that depends on them to perform job duties.
- Maintain the work schedule you and your supervisor agreed upon.
- Learn your duties and complete all assignments on time and as instructed.
- Conduct yourself in a professional manner at all times.
- Always notify your supervisor if you are running late or cannot report to work.
- You may not work during your scheduled class times, or on legal holidays when the college is closed.
- You may only be paid for the hours you actually worked. Students can work a maximum of 20 hours per week.
- A mandatory half-hour break is required after six hours of consecutive work.
- You are responsible for tracking your hours and not exceed your FWS award.
- Verify that your supervisor submitted your accurate time sheet on time.
- If you withdraw, take a leave of absence, or are academically dismissed from school inform your supervisor and the FWS staff immediately.
- If you have a legal name change after being placed, contact the FWS Payroll Assistant immediately in order to submit appropriate documents.
Show initiative

- Learn all you can about the job site or department in which you work. The more you know about the area, the more valuable you will become to the office.

Be part of the team

- Have a positive attitude. Be cooperative and show a willingness to learn.

Always strive to do your best

- Your work reflects your attitude as well as your level of competency.

Conduct yourself in a professional manner

- Maintain confidentiality of all information.
Know your area of responsibility
- Complete your work thoroughly and accurately. If you do not understand or you are unsure of your assignment always ask questions.

Keep socializing to a minimum
- Socializing that lowers efficiency and productivity is not acceptable.

Limit personal phone calls
- Only official calls should be made on a business telephone.

Use titles correctly
- You will be meeting, addressing and speaking to many people with various titles. Remember to address people by their correct title.

Represent your office well
- You may be the first contact that a person has with the job site. Remember the manner in which the person is received leaves a lasting impression.
FWS EARNINGS

- How many hours can I work per week?
  Twenty (20) hours is the maximum.

- Can I earn as much money as I want?
  - No. Your FWS award represents the maximum amount you may earn for your placement period. How much of the total award you actually receive depends on your rate of pay, the total number of hours you work each week, and the number of weeks you work.
    - You cannot be paid with FWS funds for hours worked in excess of your award. Once you have earned your maximum FWS award or are no longer eligible to participate in the program, you must stop working.
    - The FWS award can only be earned by working. Any remaining award balance is not paid to the student.

- Are my FWS earnings taxable?
  - FWS earnings are considered taxable income by both federal and state governments. If you are required to file a tax return, your FWS earnings are to be reported as wages.
  - FWS earnings are excluded in the calculation of your eligibility for federal financial aid. (See FAFSA instructions)
  - If you work off-campus, or if you work during periods of non-enrollment (such as winter intersession and summer or spring break), FICA (Social Security taxes) may be deducted from your earnings.
I am currently receiving unemployment. Do I have to report FWS earnings with the unemployment office?

- Yes. If you are currently receiving unemployment benefits, you should contact the NYS Department of Labor before accepting a FWS job to see how this might affect your benefit rate or continued eligibility for unemployment.

How do I get a letter verifying that I am working in the FWS program?

- You may request a FWS employment verification letter. Please contact the office for additional information. You must physically pick up the letter, we cannot send it to any agency on your behalf.
Ms. Jennifer Clarke  
FWS Payroll Assistant  
Telephone #: (718) 951-5179

- Students and supervisors must follow the FWS Payroll Schedule to properly complete time sheets. Time sheets are generally for a period of two weeks.

- **Supervisors must complete the time sheet entry every day the student reports to work.**

- Time sheets are submitted online by the FWS supervisor.
Work Schedules:

- The FWS supervisor and student should discuss the work schedule to best utilize the FWS award allocated for each semester.

- Students must have a work schedule that does not conflict with their class schedule. The supervisor will not be allowed to enter time worked during times your classes are scheduled to meet on CUNYfirst.

- Students will not be able to work on days when the college is officially closed.

- Work schedules should be formulated based on half hour or hour intervals.

- Work schedule - 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**

- FWS students cannot work during the time when the supervisor or designated alternate supervisor (college employee) will not be present.

- Due to the current budget, funds may not be available to increase FWS awards. Constantly monitor your utilization of your FWS award and do not exceed that amount.
**PAYMENT OPTIONS**

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

- Set-up this self-service option on your CUNYfirst account.
  - Navigate to
    Self Service > Campus Finances > Manage My Direct Deposit

- Click “Enroll in Direct Deposit” on the “Direct Deposit” tab and enter the required account information, then click “Next”
  - *TIP: Refer to your check/bank to verify your routing number and account number (any error will delay payment)*

- Read the “Enroll in Direct Deposit Agreement”, click “Yes” to agree and SUBMIT to finish the process
Take note:

- Students who do not sign up for Direct Deposit will have their checks mailed to their mailing address listed on their CUNYfirst account.

- It is advised that students verify that their correct address is on file by checking their CUNYfirst account.

- FWS checks are not available for pick-up at the college.

- If you do not receive your check after 10 business days, contact the Federal Work-Study Office. A “stop payment” may be placed on the check.

- Misdirected or lost checks may take 2-3 months to replace.

- Students are encouraged to consider direct deposit for a secure and quicker payment of FWS wages and financial aid refunds.
What is a Form W-2?
- A Form W-2 is issued to an employee at the end of the year indicating wages earned and other related information.

Students who work as an FWS employee will receive a Form W-2 stating wages paid during the calendar year.

To sign up for electronic consent of Form W-2 (signing up for online delivery is easy and secure):
- Self-Service -> Payroll and Compensation -> View W-2/W-2 Consent and check the box to consent

Benefits of electronic consent for Form W-2 includes:
- Access to Form W-2 earlier than the traditional mailing process.
- Eliminating the chance that Form W-2 will get lost, misdirected, or delayed during delivery, or misplaced once you receive it.
- Receiving your Form W-2 even while traveling.
FEDERAL WORK-STUDY EARNINGS: FORM W-2 (CONTINUED)

- At the end of the calendar year, CUNY will generate a Form W-2 reflecting your FWS earnings paid for that 12 month period (January 1<sup>st</sup>-December 31<sup>st</sup>).
  - This information is also furnished to the Internal Revenue Service (IRS), New York State Department of Taxation and Finance, and local taxing agencies.

- A Form W-2 is obtainable through CUNYfirst at the end of each calendar year by navigating to:
  - Self Service -> Payroll and Compensation -> View Work-Study W-2/W-2c Forms

- All wages paid in that calendar year will appear on the Form W-2.

- Refer to the IRS website for tax-filing requirements.
LAST DATE TO WORK

- Students must continue to meet all program requirements and have available FWS funds.

- Fall: Last day of finals for the fall semester
- Spring: Last day of finals for the spring semester

- Refer to your completed placement forms issued by FWS staff for the specific dates.
OTHER EMPLOYMENT/INTERNSHIP OPPORTUNITIES

Magner Career Center
1303 James Hall
(718) 951-5696

Student services available:

- Alumni Mentor Program/Job Shadowing
- Career Planning/Counseling
- Career Panels and Workshops
- Company Visit Programs
- Internship/Job Opportunities
- Internship Stipend Awards
- Interview Practice
- Pre-Law Career Advisement
- Professional Skills Training
- Resume and Cover Letter Review

http://career.brooklyn.cuny.edu
Students are advised to visit the Financial Aid pages on the Brooklyn College website for additional information:

- FWS Program
- Direct Deposit (Managing Your Financial Aid In CUINYfirst)
- 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