



**FEDERAL WORK-STUDY**  
*ORIENTATION FOR STUDENTS*

# 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](mailto: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](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**. 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.
- ❖ Make sure to **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**.
- ❖ **Be enrolled for and maintain 6 or more credits for the semester. Enrollment status must be established by the 7<sup>th</sup> 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. Not immediately accepting the FWS award may result in cancellation of those funds.
- ❖ You must complete your job placement under the FWS program before the deadline listed on the [Notice to Students Awarded FWS](#) to avoid cancellation of your FWS award.

# PLACEMENT OPPORTUNITIES

**Students have many options available to choose from:**

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

*\*Note: Approved 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**
- ❖ **Afterschool Program Intern**
- ❖ **Jumpstart Corps Member**
- ❖ **Office Assistant**

- ❖ **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.**



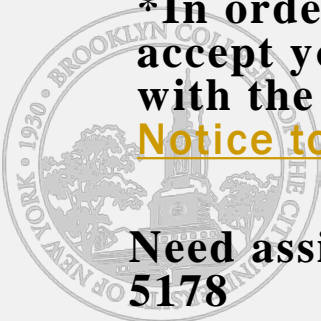
# PLACEMENT PROCESS FOR ELIGIBLE STUDENTS

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** (Refer to image on next slide)
  - ❖ **Job placement appointments are not handled by Financial Aid Specialists/Advisors.**
  - ❖ **All placement appointments must be in-person. Phone appointments are not allowed!**

**\*In order to ensure that your FWS award isn't terminated, you must accept your award on CUNYfirst and complete your placement process with the FWS Office, West Quad Center, room 308 by the date listed on **Notice to Students Awarded FWS.****

**Need assistance with making an appointment: contact us at (718) 951-5178**



## Financial Aid Scheduling Tool (FAST)



- 1098-T Form
- Alternative/Private Loans
- APTS (Aid for Part-time Study)
- Federal Direct Student Loans
- Federal Graduate PLUS Loans
- Federal Parent PLUS Loans
- Federal Pell Grant
- Federal Pell Grant - Lifetime Eligibility Usage (LEU) Inquiry
- Federal Satisfactory Academic Progress (SAP)
- Federal Work-Study (FWS) inquiry
- Federal Work-Study (FWS) Payroll Inquiries
- **Federal Work Study (FWS) Placement** ←
- Assistance Filing FAFSA and TAP applications
- Financial Aid Application Missing on CUNYfirst
- Financial Aid Award Error (not posted)
- Financial Aid Book Advance
- Financial Aid Disbursements
- NYC Council Merit Scholarship

Select this option.  
If you do not see  
this option, contact  
the BC Financial Aid  
Office.

# 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, FWS Orientation Questions)
- ❖ **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](#) on the Brooklyn College website.*



# 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** one document from “List C”

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





Instructions

Start Over

Print

Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 08/31/2019

START HERE: Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ 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.)

Form fields for Section 1: Last Name (Family Name), First Name (Given Name), Middle Initial, Other Last 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, Employee's E-mail Address, Employee's 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 boxes):

Attestation options: 1. A citizen of the United States, 2. A noncitizen national of the United States, 3. A lawful permanent resident, 4. An alien authorized to work until expiration date. Includes QR Code - Section 1 field.

Signature of Employee and Today's Date (mm/dd/yyyy)

Preparer and/or Translator Certification (check one): I did not use a preparer or translator. A preparer(s) and/or translator(s) assisted the employee in completing Section 1.

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator and Today's Date (mm/dd/yyyy), Last Name (Family Name), First Name (Given Name), Address (Street Number and Name), City or Town, State, ZIP Code.

Click to Finish



Employer Completes Next Page



Instructions

Start Over

Print

Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 08/31/2019

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 "Lists of Acceptable Documents.")

Section 2 form with columns for List A (Identity and Employment Authorization), List B (Identity), and List C (Employment Authorization). Includes fields for Document Title, Issuing Authority, Document Number, and Expiration Date. Includes an Additional Information box and a QR Code - Sections 2 & 3 field.

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, Today's Date (mm/dd/yyyy), Title of Employer or Authorized Representative, Last Name of Employer or Authorized Representative, First Name of Employer or Authorized Representative, Employer's Business or Organization Name, Employer's Business or Organization 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.

<b>LIST A</b> <b>Documents that Establish Both Identity and Employment Authorization</b>	<b>OR</b>	<b>LIST B</b> <b>Documents that Establish Identity</b>	<b>AND</b> <b>LIST C</b> <b>Documents that Establish Employment Authorization</b>
<b>1. U.S. Passport or U.S. Passport Card</b>		<b>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</b>	<b>1. A Social Security Account Number card, unless the card includes one of the following restrictions:</b> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
<b>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</b>		<b>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</b>	<b>2. Certification of Birth Abroad issued by the Department of State (Form FS-545)</b>
<b>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</b>		<b>3. School ID card with a photograph</b>	<b>3. Certification of Report of Birth issued by the Department of State (Form DS-1350)</b>
<b>4. Employment Authorization Document that contains a photograph (Form I-766)</b>		<b>4. Voter's registration card</b>	<b>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</b>
<b>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:</b> 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.		<b>5. U.S. Military card or draft record</b>	<b>5. Native American tribal document</b>
	<b>6. Military dependent's ID card</b>	<b>6. U.S. Citizen ID Card (Form I-197)</b>	
	<b>7. U.S. Coast Guard Merchant Mariner Card</b>	<b>7. Identification Card for Use of Resident Citizen in the United States (Form I-179)</b>	
	<b>8. Native American tribal document</b>	<b>8. Employment authorization document issued by the Department of Homeland Security</b>	
	<b>9. Driver's license issued by a Canadian government authority</b>		
	<b>For persons under age 18 who are unable to present a document listed above:</b>		
	<b>10. School record or report card</b>		
	<b>11. Clinic, doctor, or hospital record</b>		
<b>12. Day-care or nursery school record</b>			



# FORM I-9 INSTRUCTIONS

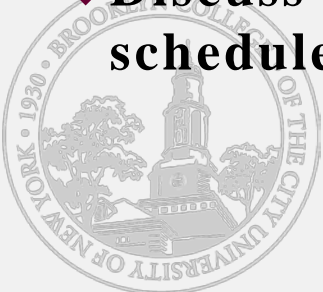
- To download instructions on filling out the Form I-9, you may click on the following link:

[https://www.uscis.gov/system/files\\_force/files/form/i-9instr.pdf?download=1](https://www.uscis.gov/system/files_force/files/form/i-9instr.pdf?download=1)



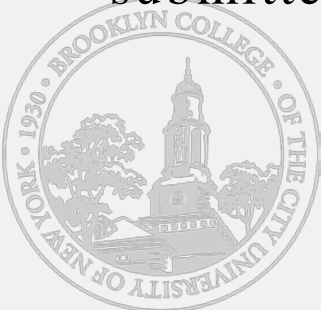
# PLACEMENT PROCEDURES

- ❖ 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)**



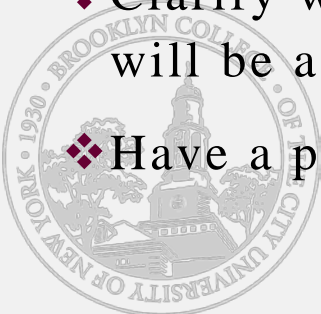
# PLACEMENT PROCEDURES (CONTINUED)

- ❖ **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 (See image on next slide for reference)



**FEDERAL WORK STUDY PROGRAM  
STUDENT/EMPLOYER ACKNOWLEDGMENTS**

20\_\_ - 20\_\_

Date: \_\_\_\_\_

**STUDENT INFORMATION**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_

EMPL. ID# \_\_\_\_\_ LAST 4 DIGITS SS# XXX-XX- \_\_\_\_\_ Cell # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

ADDRESS \_\_\_\_\_  
Residence Number Street Address APT. City State Zip Code

I certify by my signature below that I have read and understand the rules and policies for the Federal Work Study ("FWS") Program that I have received, and I agree to adhere to these rules and policies. I certify that I am a matriculated student at CUNY; that I am currently enrolled at least half time (six credits or more) or, if I am working in the FWS Program during the summer, will be enrolled at least half time in the Fall semester; and that I am maintaining satisfactory academic progress toward my degree. I understand that if I drop below six credits, I am no longer eligible to work for the FWS Program, and I will promptly inform my supervisor if this occurs. I understand that I am not authorized to work any hours that are in excess of my FWS award, since there will not be FWS funds available to pay me. I recognize that it is my responsibility to maintain records so that I will not exceed the award amount. I also understand that my work-study earnings through the FWS Program constitute taxable income that must be reported on federal, state and city tax returns. Finally, I understand that I am not permitted to perform my work-study duties during class hours.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Email Address: \_\_\_\_\_

**SUPERVISOR INFORMATION**

Dept./Agency: \_\_\_\_\_ Building: \_\_\_\_\_

Agency Address: \_\_\_\_\_  
Street Address Room# City State Zip Code

Supervisor Print Name \_\_\_\_\_ Tel# \_\_\_\_\_ Supervisor Email \_\_\_\_\_

Alt. Supervisor Print Name \_\_\_\_\_ Tel# \_\_\_\_\_ Alt. Sup. Email \_\_\_\_\_

I certify that I have read and understand the rules and policies for the Federal Work Study ("FWS") Program, and I agree to adhere to these rules and policies. I agree to hire the student identified above for the hours specified below, and I will allow the student to continue to work, provided the student performs his/her tasks satisfactorily, until he/she earns the full FWS award or until the date specified below as the "Last Day of Work." I understand that if a student works more than his/her award allows, I will be responsible to pay the student from the funds of my department or agency. I will maintain and submit time sheets to the Federal Work Study Coordinator or his/her designee in the Financial Aid or other designated office in accordance with the published deadlines. I understand that federal regulations stipulate that students must receive timely payment and that incorrectly completed time sheets will be returned to me and may delay payment to the student. Finally, I understand that a student is not allowed to work during class hours.

Supervisor Signature \_\_\_\_\_ Date: \_\_\_\_\_

Alternate Supervisor Signature \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Summer  Fall  Spring

Orientation Completed: \_\_\_\_\_ First Day to Work: \_\_\_\_\_

FWS Award Summer/Fall: \$ \_\_\_\_\_ Maximum No. of Hours: Per Week: \_\_\_\_\_ Total: \_\_\_\_\_ Last Date to Work: \_\_\_\_\_

FWS Award Spring: \$ \_\_\_\_\_ Maximum No. of Hours: Per Week: \_\_\_\_\_ Total: \_\_\_\_\_ Last Date to Work: \_\_\_\_\_

Reassignment: Remaining Award: \$ \_\_\_\_\_ Total hours: \_\_\_\_\_ Last Date to Work: \_\_\_\_\_

Position: \_\_\_\_\_ Pay Rate: \_\_\_\_\_ Prior Assignment: \_\_\_\_\_

Agency Code/Business Unit: \_\_\_\_\_ Location Code/Job Data (Department Code/Job Code): \_\_\_\_\_

Referred by: \_\_\_\_\_ Processed by: \_\_\_\_\_ Input Date: \_\_\_\_\_ Approved by or Seal: \_\_\_\_\_

**Statement of Nondiscrimination**

Brooklyn College does not discriminate on the basis of age, gender, gender identity, sexual orientation, alienage or citizenship, religion, race, color, national or ethnic origin, disability, veteran or marital status, or any other category protected under federal, state or city laws in its student admissions, employment, access to programs and administration of educational policies.

Refer to the link below for additional information:

<http://www.brooklyn.cuny.edu/web/about/initiatives/policies/nondiscrimination.php>



Student must review, complete and sign this section



The supervisors must review and sign this section



This section to be completed by FWS staff members

# 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.
  - ❖ Students will be given copies of the **Student/Employer Acknowledgments Form**, the **NYS Department of Labor Form**, and **FERPA**. The yellow copy is to be given to the supervisor. **Retain the pink copy for future employment verification.**
- ❖ Be sure to refer and follow the **FWS Payroll Schedule**.

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





# FWS STUDENT RESPONSIBILITIES INCLUDE:

- ❖ Contacting the supervisor if you choose to stop working in the middle of the term.
- ❖ Notifying the supervisor if you drop or withdraw below 6 credits. Stop working immediately when enrolled for less than 6 credits.
- ❖ Making an appointment with FWS for further assistance.

# LAST DATE TO WORK

- Refer to the Federal Work-Study Program Student/Employer Acknowledgements Form for the last day to work for the placement period.
- Students must continue to meet all program requirements and have available funds.
- Summer: Last day of Finals for the Summer term enrolled
- Fall: Last day of Finals for the Fall semester
- Spring: Last day of Finals for the Spring semester

# HOW CAN I RESUME WORKING IN SPRING?

- For students who would like to return to their fall job site, an email request must be sent by the FWS supervisor to rehire the student by the last week of December; the student must be copied on the email. Email requests must be sent to:  
[fws@brooklyn.cuny.edu](mailto:fws@brooklyn.cuny.edu)
- If the student claimed exempt on their W-4 during their placement in the Fall semester, they must fill out a new W-4 form before they can be authorized to resume work in the spring semester.
- Student may not return to work until an authorization email has been received by the student and their supervisor from the FWS staff at the Financial Aid Office.

# 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 on slide 31
- ❖ Supervisors must complete time sheet entry every day the student reports to work.
- ❖ Timesheet may only be signed by the approved FWS site supervisor on file.
- ❖ **The student must sign their own time sheet.**
- ❖ **No other person is authorized to sign on behalf of the student or the FWS supervisor. Signing another person's name on a legal document (any time sheet or official forms/documents) is prohibited.**



# PAYROLL PROCEDURES (CONTINUED)

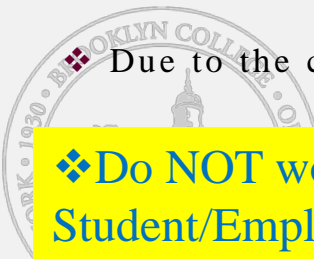
## Work Schedules:

\*refer to FWS Time Sheet Sample on slide 29

- ❖ 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.
- ❖ Minimum of 6 hours and maximum of 20 hours per week
- ❖ Students must take a minimum half hour break after the 6<sup>th</sup> consecutive hour of work
- ❖ A copy of the NYS Department of Labor Form must be attached to the first time sheet submitted for the academic year
- ❖ The FWS supervisor and student should discuss the work schedule to best utilize the FWS award allocated for each semester.

Due to the current budget, funds may not be available to increase FWS awards.

- ❖ 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

8



PLEASE READ INSTRUCTIONS BEFORE FILLING OUT THIS FORM!

BUSINESS UNIT 

B	K	L	0	1
---	---	---	---	---

DEPARTMENT 

1	1	2	2	1
---	---	---	---	---

Student's Name Smith Smart

Last First

Return Completed Time Sheet To: Financial Aid Office  
Brooklyn College  
2900 Bedford Avenue  
308 West Quad Center  
Brooklyn, New York 11210

Pay Period Begins 09/02/18 TO 09/15/18

Mr. Foster  
 Supervisor's Name (Print)

			1	2	3	4
--	--	--	---	---	---	---

  
 Social Security Number

\$ 15.00 Hourly Pay Rate

Smart.Smith@bcmail.brooklyn.cuny.edu  
 Student's email address

mfooster@ffs.com  
 Supervisor's email address

Foster's Financial Services  
 Agency Name/College Dept. (To be used for "on-campus" position.)  
9566 Bedford Avenue  
 Agency Address

3rd Floor  
 Work Location

(718) 123-4567  
 Work Telephone Number

Work Address (if different)  
x 1234  
 Extension

Time sheet should be mailed immediately to the 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: 133

HOUR INTERVALS

Mo/Day	IN	OUT	IN	OUT	IN	OUT	TOTAL
SUN.	09/02*						0
MON.	09/03*						0
TUE.	09/04	9:00	12:00	5:00	8:00		6
WED.	09/05**						0
THU.	09/06						0
FRI.	09/07	10:00	4:00	5:00	8:00		9
SAT.	09/08	9:15	2:15				5
Total Hours for 1st Week →							20

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

Foster  
 Supervisor's signature (blue or black ink)

Only approved FWS site supervisor may sign. No other individual may sign for them.

HALF HOUR INTERVALS

Mo/Day	IN	OUT	IN	OUT	IN	OUT	TOTAL
SUN.	09/09						0
MON.	09/10***						0
TUE.	09/11***						0
WED.	09/12	9:00	3:00	4:00	9:00		11
THU.	09/13						0
FRI.	09/14	1:00	5:30				4.5
SAT.	09/15						0
Total Hours for 2nd Week →							15.5

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.

Smart  
 Student's signature (blue or black ink)

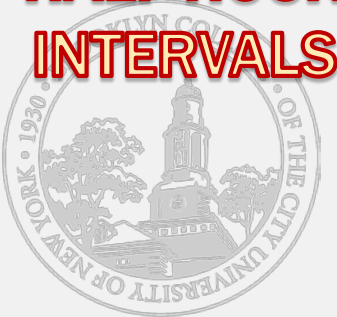
Total Hours for Pay Period 35.5 Remaining hours: 97.5

Must be signed with blue/black ink

Student must sign their own time sheet. No other individual may sign for you.

\* Labor Day: No Classes Scheduled  
 \*\* Conversion Day: Monday Schedule  
 \*\*\* No Classes Scheduled

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



# \*Keep track of your remaining hours

## 2018 - 2019 Bi-Weekly Payroll for Work Study

For student and site supervisor use

Student's Name: Smart Smith Job Location: Foster's Financial Services EMPL ID: 12345678

**SIGN UP FOR DIRECT DEPOSIT OR SCHOLAR CARD! FASTER ACCESS TO YOUR FINANCIAL AID MONEY!**

**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 2018-2019 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.

FWS Payroll Assistant: Ms. Jennifer Clarke  
Telephone #: (718) 951-5179 E-mail: [jclarke@brooklyn.cuny.edu](mailto:jclarke@brooklyn.cuny.edu)

Pay Period Number	Pay Period Dates Begin End	Available Hours	Used Hours	Timesheet Due Date	Pay Date
1	05/27/18 06/09/18	133.0		06/08/18	06/21/18
2	06/10/18 06/23/18	133.0		06/22/18	07/05/18
3	06/24/18 07/07/18	133.0		07/06/18	07/19/18
4	07/08/18 07/21/18	133.0		07/20/18	08/02/18
5	07/22/18 08/04/18	133.0		08/03/18	08/16/18
6	08/05/18 08/18/18	133.0		08/17/18	08/30/18
7	08/19/18 09/01/18	133.0		08/31/18	09/13/18
8	09/02/18 09/15/18	133.0	35.5	09/14/18	09/27/18
9	09/16/18 09/29/18	97.5		09/28/18	10/11/18
10	09/30/18 10/13/18	97.5		10/12/18	10/25/18
11	10/14/18 10/27/18	97.5		10/26/18	11/08/18
12	10/28/18 11/10/18	97.5		11/09/18	11/21/18
13	11/11/18 11/24/18	97.5		11/23/18	12/06/18
14	11/25/18 12/08/18	97.5		12/07/18	12/20/18
15	12/09/18 12/21/18	97.5		12/21/18	01/03/19
16	12/23/18 01/05/19	97.5		01/04/19	01/17/19
17	01/06/19 01/19/19	97.5		01/18/19	01/31/19
18	01/20/19 02/02/19	97.5		02/01/19	02/14/19
19	02/03/19 02/16/19	97.5		02/15/19	02/28/19
20	02/17/19 03/02/19	97.5		03/01/19	03/14/19
21	03/03/19 03/16/19	97.5		03/15/19	03/28/19
22	03/17/19 03/30/19	97.5		03/29/19	04/11/19
23	03/31/19 04/13/19	97.5		04/12/19	04/25/19
24	04/14/19 04/27/19	97.5		04/26/19	05/09/19
25	04/28/19 05/11/19	97.5		05/10/19	05/23/19
26	05/12/19 05/24/19	97.5		05/24/19	06/06/19

Unused hours: 97.5

**INTERSESSION (1/2/2019 - 1/23/2019): STUDENTS NOT RETURNING WITH A MINIMUM ENROLLMENT STATUS OF 6 CREDITS IN THEIR DIVISION OF MATRICULATION FOR SPRING 2019 MAY NOT WORK AFTER DECEMBER 21, 2018.** FWS supervisors must e-mail requests to [FWS@brooklyn.cuny.edu](mailto:FWS@brooklyn.cuny.edu) for approval for student to work after January 2nd. Student may not work until you receive an e-mail approval from the FWS staff.

Memorial Day - 05/28/18  
Independence Day - 07/04/18  
Conversion Day - 07/09/18 (Wednesday Schedule)  
Fall Semester Begins - 08/27/18  
Labor Day Holidays - 09/01/18 - 09/03/18  
Conversion Day - 09/05/18 (Monday Schedule)  
No Classes Scheduled - 09/10/18 - 09/11/18  
No Classes Scheduled - 09/18/18 - 09/19/18  
Columbus Day - 10/08/18

Thanksgiving Recess - 11/22/18 - 11/25/18  
Fall 2018 Final Examinations - 12/14/18 - 12/21/18  
End of Fall Semester - 12/21/18  
Holidays Observed - 12/24/18 - 12/25/18  
New Year's Holiday - 01/01/19  
Winter Intercession Begins - 01/02/19  
College Closed - 01/21/19  
Winter Intercession Ends - 01/23/19  
Spring Semester Begins - 01/25/19

Lincoln's Birthday - 02/12/19  
President's Day - 02/18/19  
Spring Recess - 04/19/19 - 04/28/19  
Spring Final Exams - 05/15/19 - 05/22/19  
Last Day of Spring Semester - 05/22/19



# PAYROLL PROCEDURES (CONTINUED)

- ❖ All time sheet entries must be made by the FWS Supervisor
- ❖ FWS students cannot work days, evenings, weekends, or holidays if the supervisor or designated alternate supervisor (college employee) will not be present. The supervisor must attach a memo to any time sheet submitted to confirm work done when the college is officially closed.
- ❖ If students are taking a hybrid or online class, a copy of a letter from the professor stating this fact and the hours classes meet for the semester must be attached to every submitted time sheet to ensure there's no class conflict.
- ❖ 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!**





# PAYROLL PROCEDURES (CONTINUED)

When tracking your hours on the biweekly payroll schedule:

- For students beginning work in the Fall semester, only include the Fall hours on the schedule (first box under “Available Hours”) as listed on the Student/Employer Acknowledgements Form.
- In case of any increases or decreases to the FWS award, the hours on the biweekly payroll schedule must be updated accordingly.
- When you are approved to continue working in the Spring semester, update the biweekly payroll schedule by adding the Spring hours to the same box where you had entered the initial Fall hours.

# PAYMENT OPTIONS

**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.

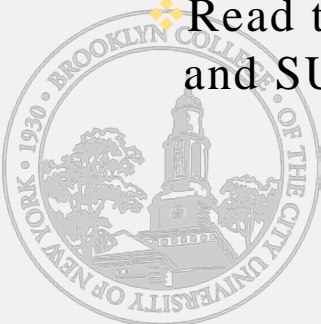
❖ Navigate to

Self Service > Campus Finances > Manage My 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)**

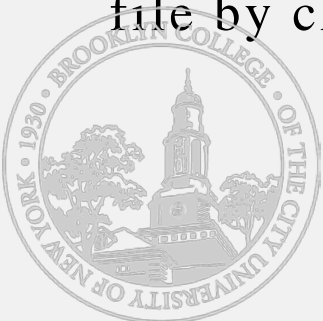
❖ Read the “Enroll in Direct Deposit Agreement”, click “Yes” to agree and SUBMIT to finish the process



# PAYMENT OPTIONS (CONTINUED)

## 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.
- ❖ 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.



# FEDERAL WORK-STUDY EARNINGS: FORM W-2

- 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)

- 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.

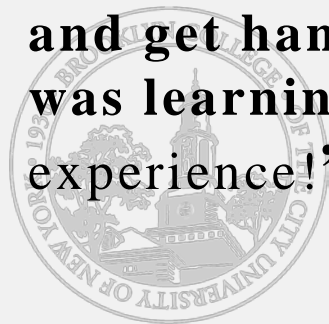
# LEARN MORE ABOUT FEDERAL WORK-STUDY

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

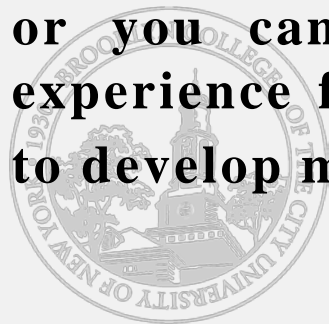




“I have been doing work-study for a year now. As a result of my participation in the program, I have come to **be more familiar with the typical work environment** and it has **allowed me to fully recognize my strengths**. This program also gave me a chance to **improve myself** and **acquire the skills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

# 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](mailto:fws@brooklyn.cuny.edu)

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

