

Federal Work-Study Information Session for On-Campus Supervisors

Brooklyn
College The City
University
of New York

WELCOME

FEDERAL WORK-STUDY (FWS)

Information Session For *On-Campus* Supervisors

On-Campus Supervisors with Federal Work-Study Program inquiries are encouraged to call for assistance.

Telephone: (718) 951-5178

E-mail: fws@brooklyn.cuny.edu

Financial Aid Office

Brooklyn College

West Quad Center

Room 308

Federal Work-Study Information Session

Welcome to the Federal Work-Study (FWS) Information Session for On-Campus Supervisors

* Please be advised that supervisors will be required to complete the *Statement of Federal Work-Study Supervisor's Responsibilities* on the reverse side of the FWS Student Request Form.*

FWS: Program Mission

The Federal Work-Study Program accomplishes several functions.

- It serves as a source of financial assistance for students
- 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)

Benefits to FWS Supervisors & Job Site

- Additional staff
- No financial cost to approved on-campus site's budget
- Opportunity to train and mentor our students

How Does A Student Receive A Federal Work-Study Award?

- File the current academic year Free Application for Federal Student Aid Form (FAFSA). 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>
- Indicate on FAFSA that the student wants to apply for Federal Work-Study.
- Students must provide additional documents according to their CUNYfirst “To Do List” if needed as a prerequisite to being considered for an FWS award.
- Meet Federal and CUNY eligibility criteria (meet SAP, register and maintain at least 6 credits in their division of matriculation and pay the bill). Enrollment status is established by the 7th day of the semester.
- FWS funds awarded will be posted to the student’s CUNYfirst account: Student Center -> View Financial Aid -> Select Aid Year.
- The FWS award offered must be accepted by the student on their CUNYfirst account prior to placement appointment. Not immediately accepting the award may result in the cancellation of those funds.
- Placement information is on the Brooklyn College website (Resources and Forms section).
- Student must complete job placement under the FWS Program before the deadline as listed on the [Notice to Students Awarded FWS](#) to avoid cancellation of their FWS funds.

Placement Opportunities

Students have many options available to choose from:

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

Note: FWS positions are reviewed at the time of the student's placement appointment at the Financial Aid Office. The number of available job openings listed for both on-campus and off-campus always exceeds the number of students participating in the Federal Work-Study Program.

Eligible Students: Placement Process

Each student **must** make a placement appointment online:

- Go to: **BC WEBCentral Portal**
- Click: **Schedule an appointment** under the **eServices Tab**
- Click: **Financial Aid Specialists Tool (F.A.S.T.)**
- Click: **Federal Work-Study (FWS) Placement**
- Choose an appointment that fits student's schedule **with one of the FWS Program Assistants**
- Job placement appointments are not handled by Financial Aid Specialists/Advisors.
- All placement appointments must be in-person. Phone appointments are not allowed!

Job placement appointment will take place at the **West Quad Center (Room 308)**. Student **MUST** bring:

- Validated Brooklyn College ID Card
- Completed FWS Orientation Review Questions
- Resume
- U.S. Social Security Card and Permanent Resident Card (if applicable) or U.S. Passport. Other documents as indicated on Form I-9 are accepted. (Only unexpired documents are acceptable)
- Copy of their class schedule from CUNYfirst

FWS Form to Request Students

Brooklyn College The City University of New York

Summer 20__ ☐
Fall 20__ ☐
Spring 20__ ☐

Federal Work-Study

ON-CAMPUS FWS STUDENT REQUEST FORM

The reverse side of this form must be completed in order to submit a request to hire FWS employees.
* Please use a separate form for each job description (Office Assistant, Lab Assistant, etc.)
(Information must be typed)

Department/Office _____ Telephone _____ x _____

Location _____ Best time to call _____

FWS Supervisor(s) _____

FWS Employee Job Title: _____ Number of Jobs: _____

Specific Responsibilities: _____

Special Skills Required: _____

Training provided by supervisor to FWS employees _____

Specify Hours Coverage is needed:

Period	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
SUMMER							
FALL							
SPRING							

TOTAL HOURS PER WEEK: SUMMER NOT TO EXCEED 25 HOURS; FALL & SPRING NOT TO EXCEED 20 HOURS; MINIMUM IS 6 HOURS

MAXIMUM:
SUMMER: _____ FALL/SPRING: _____

MINIMUM:
SUMMER: _____ FALL/SPRING: _____

ADDITIONAL COMMENTS: _____

Office of Financial Aid
Brooklyn College of the City University of New York
2900 Bedford Avenue Brooklyn, New York 11210. Telephone (718) 951-5178 Fax (718) 951-4778

*** The FWS Student Request Form can be filled out electronically, printed out, and submitted. The Statement of Federal Work-Study Supervisor's Responsibilities (Next Slide) can also be filled out electronically and printed out but it MUST be signed by the Supervisor and Chairperson, Director or Divisional Head before being submitted for approval by the Financial Aid Office! ***

Statement of Supervisor's Responsibilities

Office/Department _____ Telephone # _____

E-mail _____
Primary FWS Supervisor Alternate FWS Supervisor

Statement of Federal Work-Study (FWS) Supervisor's Responsibilities

- This form must be returned to the Office of Financial Aid prior to hiring FWS employees. Students may not begin working as a FWS employee until the FWS Student/Employer Acknowledgements forms, Form I-9 and supporting documents are returned completed to 308 West Quad Center for the current placement period. The student who has completed the placement process will give you the yellow copies of the FWS Program Student/Employer Acknowledgements form, FERPA form, and the New York State Department of Labor Form issued by the FWS staff indicating employment authorization and earliest date to begin work.
- FWS supervisors are responsible for the direct supervision and training of FWS student employees. Students may not begin working until they have completed the placement process. FWS employees should not be given keys to the office, asked to lift heavy objects and use any hazardous equipment or materials. Federal regulations state that FWS students are not permitted to work during the time they are scheduled for classes. Obtain a printed copy of each student's class schedule for your records. At the time of hire, supervisors must establish a work schedule for the student which does not conflict with their class schedule on CUNYfirst. Students enrolled in a hybrid/online class must submit written proof to their FWS supervisor at the time of job placement. Attach a copy of the official letter from the professor to each time sheet submitted for processing which clarifies online or hybrid class meeting schedule.
- I have reviewed the FWS Payroll Calendar plus the digital time sheet, and agree to adhere to the procedures.
- I am responsible for monitoring student's earnings and any payment of any excess earnings is the responsibility of the department, office or work site which permitted the FWS student employee to work:
 - Prior to official FWS placement (Start date indicated on the NYS Department of Labor Form)
 - If student's enrollment status is below 6 credits
 - After the work-study award was earned
 - After program termination date
- The FWS Program does not pay for sick days, breaks, lunch and/or vacations. I must submit an official statement to the FWS Payroll Assistant at the beginning of the academic year if my job site will be open on legal holidays or when the College is scheduled to be closed. 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 to confirm work done when the college is officially closed.
- Each time sheet must be checked to ensure all information is accurate and legible. It is my responsibility to monitor each student's time and duties. Supervisors and/or other staff members are not to ask FWS students to do personal errands. The supervisor will be liable if the student is injured performing the personal errand.
- I understand that if I am going to discontinue my position as a FWS supervisor, I must inform the FWS office in writing that I will no longer be able to supervise FWS students. Additionally, I must print and sign off on the time sheets for all students who worked under my supervision prior to my last day at the position.
- I understand time sheets must be submitted promptly to ensure payment to student.
- I know the pre-signing of a time sheet is prohibited as per federal regulations.
- I will provide the FWS employee with a copy of the time sheet each pay period.
- I understand that I must keep all copies of time sheets for five years for audit compliance.

Date _____ Print Name _____ Supervisor's Signature _____

Date _____ Print Name _____ Supervisor's Signature _____

Date _____ Print Name _____ Signature: Chairperson, Director, or Divisional Head _____

***** Department
Chairperson, Director,
or Divisional Head
MUST sign the
Statement of Federal
Work-Study (FWS)
Supervisor's
Responsibilities. *****

On-Campus FWS Student Request Form

- Submitting an On Campus FWS Student Request Form does not guarantee that the positions will be filled. The number of available job openings listed for both on-campus and off-campus always exceeds the number of students participating in the Federal Work-Study Program.
- Complete the form by typing in all information.
- Complete a separate form for each job title (office assistant, tutor, lab assistant, etc.)

FWS Supervisor Responsibilities include:

- Direct supervision and training of Federal Work-Study employees by the approved FWS supervisor(s).
- Ensure FWS student employees are not sent off-campus on a personal errand (i.e. to buy coffee, lunch, etc.). The supervisor will be liable if the student incurs an injury while performing the errand.
- FWS employees who work on-campus are not covered by worker's compensation.
 - No heavy lifting
 - No handling of dangerous equipment or hazardous materials
 - No janitorial duties
- If a student does not show up for work, contact the student.
- Discuss attendance and office policies.
- Send an official letter to FWS Office if student chooses not to continue working with the program.
- Send an email to FWS if student stops working in the middle of the term, and the supervisor cannot get in contact with the student.
- Supervisor must be knowledgeable of [CUNY Board Policy Against Sexual Harassment](#).

FORM I-9: Employment Eligibility Verification

- Individuals seeking employment in the United States of America must fill out Form I-9
- Review a copy of the form and acceptable unexpired documents in the following slides
- Students need to bring original documents with them to the interview:

one document from “List A”

or

one document from both “List B” and “List C”

[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 an unlawful employment practice for an employer to discriminate against an individual because the individual is a citizen or national of the United States.

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.)*

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):

<input type="checkbox"/> 1. A citizen of the United States ?
<input type="checkbox"/> 2. A noncitizen national of the United States (See instructions) ?
<input type="checkbox"/> 3. A lawful permanent resident ? (Alien Registration Number/USCIS Number): _____
<input type="checkbox"/> 4. An alien authorized to work ? until (expiration date, if applicable, mm/dd/yyyy): _____ Some aliens may write "N/A" in the expiration date field. (See instructions)
Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.
1. Alien Registration Number/USCIS Number: ? _____ OR
2. Form I-94 Admission Number: ? _____ OR
3. Foreign Passport Number: ? _____ Country of Issuance: ? _____

QR Code - Section 1
Do Not Write in This Space

Signature of Employee ?	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.
(Fields below must be completed and signed when preparers and/or translators assist an 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 ?		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



Form I-9, Employment Eligibility Verification:

Students are required to complete the first page of the Form I-9.

Students need to complete **ONLY** the indicated parts of Section 1.

[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.")

Employee Info from Section 1: Last Name (Family Name) First Name (Given Name) M.I. Citizenship/Immigration Status

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		Additional Information <div>OR Code - Sections 2 & 3 Do Not Write in This Space</div>		
Issuing Authority				
Document Number				
Expiration Date (if any)(mm/dd/yyyy)				
Document Title				
Issuing Authority				
Document Number				
Expiration Date (if any)(mm/dd/yyyy)				

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](#)

Form I-9, Employment Eligibility Verification:

Supervisor must fill out Section 2, as follows below.

Supervisor **MUST** fill out either List A **or** both List B and List C, using the proper supporting documents.

Leave this field ***BLANK*** (*1st day of work based on submission of all completed placement forms*)

Supervisor **MUST** sign Form I-9 in the area shown.

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	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		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		1. 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. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		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		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Native American tribal document
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.		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (Form I-197)
		6. Military dependent's ID card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card		7. Employment authorization document issued by the Department of Homeland Security
		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		
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				

Examples of many of these documents appear in Part 13 of the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.

The back of Form I-9 shows which supporting documents are acceptable when filling out Section 2.

Examples:

- The U.S. Passport is an acceptable document for LIST A.
- A Driver's License or state picture ID is an acceptable document for LIST B.
- A Social Security Card or a U.S. Birth Certificate is an acceptable document for LIST C.

****ALL DOCUMENTS
MUST BE CURRENT!
EXPIRED DOCUMENTS
ARE NOT
ACCEPTABLE!****

Form I-9 instructions

- Instructions on filling out the Form I-9 may be downloaded at the following link:

https://www.uscis.gov/system/files_force/files/form/i-9instr.pdf?download=1

FWS Placement Procedures

- Student will review available FWS job listings
- Student will contact FWS supervisor for an interview
- Discuss qualifications for position and time available to work
- Review FWS award and plan utilization of hours
- Discuss and establish work schedule that will not conflict with student's class schedule (from CUNYfirst)
- Student will obtain the Student/Employer Acknowledgements Form from the Financial Aid Office and return to supervisors for their signature and completion of forms

Decision to Hire Student

- Have student write down the following information:
 - Your name and the name of other site supervisors
 - Your contact information
 - Job location
 - Job title of position offered to student.
 - Agreed upon work schedule (*make sure it does not overlap with the time classes are scheduled on CUNYfirst*)
 - Inform the student when you will be available to sign the FWS Student/Employer Acknowledgements Form which must be obtained from the BC Financial Aid Office (308 West Quad Center)
- ** Supervisors should obtain a copy of student's official class schedule (printed from CUNYfirst) at the time of hire. Always ask student to inform you of any changes made to their class schedule and enrollment status.
- Decision **not to hire student**: Refer them to FWS Staff for further assistance.

The Next Step . . .

- Student has to return to the job site at the time agreed upon during the interview.
- Supervisor completes:
 - Page 2 of Form I-9 and make copies of the required documents
 - Have all supervisors (chairperson and director if applicable) sign the FWS Student/Employer Acknowledgements Form. These are the individuals who will be authorized to sign the student's time sheets.
 - The student must bring back the Form I-9, copies of the required documents, and the signed FWS Student/Employer Acknowledgements Form (all pages) to the B.C. Financial Aid Office (308 West Quad Center).
- COPIES OF DOCUMENTS TO SUPPORT FORM I-9 MUST BE MADE BEFORE THE STUDENT RETURNS TO THE B.C. FINANCIAL AID OFFICE JOB 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 and the Labor form is issued.

When Can Students Start Work?

- Placement is only finalized when the student submits in person all completed required forms to the FWS staff at the designated placement site or in the Financial Aid Office.
- The staff in the FWS Office will advise the student of the date he/she may begin working once all the required paper work has been submitted. The student will be issued a New York State Labor Form and a copy of the form pertaining to FERPA.
- The earliest start date for students will be indicated on the Labor Form. Supervisor must obtain a copy from the student. *Attach photocopy to the first time sheet for the placement period.*

When Can Students Start Work?

(continued)

- Students must give their FWS supervisor following documents before they can begin work:
 - Copy of the Student/Employer Acknowledgements Form
 - Copy of the form pertaining to FERPA
 - Copy of the NY State Labor Form (which will indicate the earliest start date)

Students may not work as FWS employees without following the procedures already stated.

FWS Payroll Procedures

Ms. Jennifer Clarke - FWS Payroll Assistant

Telephone: (718) 951-5179

Email: JClarke@Brooklyn.cuny.edu

- The digital time sheet will be available online on the Brooklyn College website for the site supervisor.

SAMPLE

- Students and supervisors: use the FWS Payroll Schedule to properly complete time sheets and track utilization of hours

SAMPLE

- Establish a work schedule which will not conflict with student's class schedule. Minimum 5 minutes gap required between class time and work. Work schedules should be formulated based on half hour or hour intervals.
 - For example: Hour interval: 10:00 – 2:00 or 9:55 – 12:55; and half – hour interval: 10:00 – 12:30 or 10:05 – 01:35

FWS Payroll Procedures (continued)

Work Schedules

- Maximum of 20 hours per week, and minimum of 6 hours per week. During the summer, winter session and spring break 25 hours per week may be approved by the Federal Work-Study Office. FWS supervisors will receive an email if additional maximum hours are approved.
- Time entries should be recorded each work day.
- Students must take a minimum ½ hour break after the 6th consecutive hour of work.
- Students may not work during class time (refer to your copy of student's class schedule (printed from CUNYfirst) submitted at the time of hire).
- 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 ALLOW STUDENT TO WORK IN EXCESS OF THE FWS AWARD INDICATED ON THE FWS PROGRAM STUDENT/EMPLOYER ACKNOWLEDGEMENTS FORM. *****

PAYMENT OF ANY EXCESS EARNINGS AFTER WORK-STUDY FUNDS WERE FULLY UTILIZED OR IF STUDENT NO LONGER QUALIFIES FOR PROGRAM PARTICIPATION IS THE RESPONSIBILITY OF THE DEPARTMENT OR OFFICE WHICH PERMITTED THE STUDENT TO CONTINUE WORKING.

FWS Payroll Procedures (continued)

Signing the Time Sheet

- Time sheet may only be signed by the approved FWS supervisor on file with the Financial Aid Office.
- Student must sign their own time sheet.
- No other person is authorized to sign on behalf of the student and the FWS supervisor. Signing another person's name on a legal document (any time sheet or official forms/documents) is prohibited.

FWS Payroll Procedures (continued)

- Submission of time sheets:
 - **Must be sent via inter office mail**
 - Time sheets are due on Friday. If the student works only Mon.-Wed. do not delay submission, sign and mail it to the Financial Aid Office.
- 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 an FWS student is taking a hybrid or online class, an email from the professor stating this fact must be attached to every submitted timesheet.
- Late submission of time sheets:
 - must have an official letter submitted with the time sheet by the FWS Supervisor to the Payroll Assistant (Ms. Jennifer Clarke).
 - If the office has late hours or is open 7 days a week, please send a memo at the time of placement of the student. Attach a copy of this letter to all time sheets.
- Students with class sessions that vary from what is posted on CUNYfirst may be eligible for special approval (this may apply to hybrid courses, lab exemptions, or education courses). Contact the office for further details.
- Students with special enrollment may need to submit a letter from their professor to verify actual class schedule.

**** TIME SHEETS MAY NOT BE HAND DELIVERED TO THE OFFICE! ****

Acknowledgements Form



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

LABOR FORM



Notice and Acknowledgement of Pay Rate and Payday Under Section 195.1 of the New York State Labor Law Notice for Hourly Rate Employees

1. Employer Information

Name:

Doing Business As (DBA) Name(s):

FEIN (optional):

Physical Address:

Mailing Address:

Phone:

3. Employee's rate of pay:

\$ _____ per hour

4. Allowances taken:

- ☐ None
☐ Tips _____ per hour
☐ Meals _____ per meal
☐ Lodging _____
☐ Other _____

5. Regular payday: _____

6. Pay is:

- ☐ Weekly
☐ Bi-weekly
☐ Other

7. Overtime Pay Rate:

\$ _____ per hour (This must be at least 1½ times the worker's regular rate with few exceptions.)

8. Employee Acknowledgement:

On this day I have been notified of my pay rate, overtime rate (if eligible), allowances, and designated pay day on the date given below. I told my employer what my primary language is.

Check one:

- ☐ I have been given this pay notice in English because it is my primary language.
☐ My primary language is _____. I have been given this pay notice in English only, because the Department of Labor does not yet offer a pay notice form in my primary language.

Print Employee Name

Employee Signature

Date

Preparer's Name and Title

The employee must receive a signed copy of this form. The employer must keep the original for 6 years.

Please note: It is unlawful for an employee to be paid less than an employee of the opposite sex for equal work. Employers also may not prohibit employees from discussing wages with their co-workers.

2. Notice given:

- ☐ At hiring
☐ Before a change in pay rate(s), allowances claimed or payday

**WORK START
DATE will be
indicated here!**

Summary

- Retain a copy of the student's official class schedule from CUNYfirst and provide them a written work schedule which will not overlap with their classes.
- Student can start working based on the date indicated on the Labor Form. Please send a copy of the Labor Form together with the first time sheet.
- Submit time sheets on the last day student worked for the pay period.
- Delay in submission of time sheets could cause a delay in money disbursement to the student and create financial hardship.
- Provide a copy of the time sheet to the student each pay period (make copies after signing). Supervisor should retain a signed copy for their records.
- Keep track of utilization of student's hours. Your department will be responsible for hours the student works in excess of stipulated award.
- Enrollment status for Financial Aid eligibility is established on the 7th day of the semester. Any classes added after this point will not be counted towards financial aid eligibility.
- Student must maintain at least 6 credits each semester to be eligible to participate in the Federal Work-Study Program.

Wrap-up

- Supervisors and students are advised to visit <http://www.brooklyn.cuny.edu/web/about/offices/financial.php> for additional information
- Supervisors and students may call the office at (718) 951-5816 to ask any questions regarding the FWS Program.
- **For detailed instructions on using the FWS Digital Time Sheet, refer to the “[FWS Digital Time Sheet Tutorial \(New\)](#)” on the Brooklyn College website.**

**BEST WISHES FOR A SUCCESSFUL
AND COLLABORATIVE EXPERIENCE !**

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

Pay Period Number

8



PLEASE READ INSTRUCTIONS BEFORE FILLING OUT THIS FORM!

BUSINESS UNIT

B	K	L	0	1
1	1	2	2	1

DEPARTMENT

12345678

Return Completed Time Sheet To: Financial Aid Office

Brooklyn College
2900 Bedford Avenue
308 West Quad Center
Brooklyn, New York 11210

EmplID

Pay Period Begins

Pay Period Ends

09/02/18

TO 09/15/18

Student's Name

Smith

Smart

Last

First

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

Social Security Number

Mr. Foster

Supervisor's Name (Print)

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

\$ 15.00 Hourly Pay Rate

Smart.Smith@bcmail.brooklyn.cuny.edu

Student's email address

mfoster@ffs.com

Supervisor's email address

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

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

Supervisor's signature (blue or black ink)

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

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.

Student's signature (blue or black ink)

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

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

Total Hours for Pay Period

Remaining hours:

35.5

97.5

* 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.

BACK

HALF HOUR INTERVALS



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

Pay Period Number	Pay Period Dates		Available Hours	Used Hours	Timesheet Due Date	Pay Date
	Begin	End				
1	05/27/18	06/03/18	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 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