



Federal Work Study Orientation

WELCOME

FEDERAL WORK-STUDY ORIENTATION

Students with Federal Work-Study Program inquiries are encouraged to call or email for assistance.

Telephone: (718) 951-5816

E-mail: fws@brooklyn.cuny.edu

Ms. Millicent Grant
Financial Aid Office
Brooklyn College
West Quad Center
Room 308

Work-Study Orientation

Welcome to the Online Federal Work-Study (FWS)
Orientation!

*Please be advised that students will be required to complete the **orientation review questions** and bring a printout of the document with the answers to the Financial Aid Placement Site at the time of the job placement appointment.*

Orientation Review Questions

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/110901_FWSOrientationQuestions.pdf)

(http://www.brooklyn.cuny.edu/web/off_financialaid/110901_FWSOrientationQuestions.pdf)

Turn off all cell phones!

Please turn off all cell phones during the orientation. Thank you!



FWS: Program Mission

The Federal Work-Study Program is unique in that it accomplishes several functions, such as:

- 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 Free Application for Federal Student Aid Form (FAFSA). Students are advised to file early. Students may file the FAFSA as of January 2nd for the following academic year.
- Indicate on FAFSA that you want to apply for Federal Work-Study (FWS).
- Meet Federal and CUNY eligibility criteria.
- Students awarded Work-Study are sent email notifications regarding procedures and placement information.

Placement Opportunities

Students have many options available to choose from:

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

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

On-Campus

- Administrative Offices
- Academic Departments
- Art Studios/Galleries
- Childcare Center
- Library
- Computer Labs
- Language Labs
- Science Labs
- Tutorial Centers

These are only some of the possibilities. Closely review all listings at the time of your appointment to select the position best suited for you and arrange for an interview.

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 New York City agencies.
- A PSC application can be requested and completed at the time of the appointment for job placement.

Off-Campus: Not For Profit Agencies & For Profit Agencies

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

Some agencies are:

- Columbia University
- CUNY Central Office
- Human Rights Watch
- Madison Square Boys & Girls Club
- Maimonides Medical Center

Other sites are available.

Eligible Students: Placement Process

Must make a placement appointment online for Fall/Spring Placement:

- Log on 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 your schedule with one of the FWS Program Assistants

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

- Validated Brooklyn College ID Card
- Completed FWS Orientation Review Questions
- Resume
- Placement Packet (W-4, IT-2104/2104E, Fact Sheet and Form I-9)
- **Acceptable documents as listed on the Form I-9 for employment eligibility verification. All documents must be current (not expired) and the name must match your information on file with Brooklyn College.**

For more information view the [Placement information for students awarded Federal Work Study](http://www.brooklyn.cuny.edu/web/off_financialaid/110901_FWSAwardsNotice.pdf)* notice on the Brooklyn College Website.

*http://www.brooklyn.cuny.edu/web/off_financialaid/110901_FWSAwardsNotice.pdf

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 with them original documents:
 - one document from “List A”
 - or
 - one document from “List B” and “List C”

**Form I-9, Employment
Eligibility Verification**

Read instructions carefully before completing this form. The instructions must be available during completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Verification *(To be completed and signed by employee at the time employment begins.)*


Print Name: Last	First	Middle Initial	Maiden Name
Address (Street Name and Number)		Apt. #	Date of Birth (month/day/year)
City		State	Zip Code
			Social Security #
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): <input type="checkbox"/> A citizen of the United States <input type="checkbox"/> A noncitizen national of the United States (see instructions) <input type="checkbox"/> A lawful permanent resident (Alien #) _____ <input type="checkbox"/> An alien authorized to work (Alien # or Admission #) _____ until (expiration date, if applicable - month/day/year)	

Employee's Signature _____ Date (month/day/year) _____

Preparer and/or Translator Certification *(To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.*

Preparer's/Translator's Signature _____	Print Name _____
Address (Street Name and Number, City, State, Zip Code) _____	Date (month/day/year) _____

Section 2. Employer Review and Verification *(To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number, and expiration date, if any, of the document(s).)*

List A	OR	List B	AND	List C
Document title: _____		_____		_____
Issuing authority: _____		_____		_____
Document #: _____		_____		_____
Expiration Date (if any): _____		_____		_____
Document #: _____		_____		_____
Expiration Date (if any): _____				

CERTIFICATION: I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) _____ and that to the best of my knowledge the employee is authorized to work in the United States. (State employment agencies may omit the date the employee began employment.)

Signature of Employer or Authorized Representative _____	Print Name _____	Title _____
Business or Organization Name and Address (Street Name and Number, City, State, Zip Code) _____		Date (month/day/year) _____

Section 3. Updating and Reverification *(To be completed and signed by employer.)*

A. New Name (if applicable) _____ B. Date of Rehire (month/day/year) (if applicable) _____

C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment authorization.

Document Title: _____ Document #: _____ Expiration Date (if any): _____

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative _____	Date (month/day/year) _____
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LISTS OF ACCEPTABLE DOCUMENTS

All documents must be unexpired

LIST A	LIST B	LIST C
Documents that Establish Both Identity and Employment Authorization	Documents that Establish Identity	Documents that Establish Employment Authorization
	OR	AND
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. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa	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. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Employment Authorization Document that contains a photograph (Form I-766)	3. School ID card with a photograph	
	4. Voter's registration card	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. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the 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	
	6. Military dependent's ID card	
	7. U.S. Coast Guard Merchant Mariner Card	5. Native American tribal document
	8. Native American tribal document	
	9. Driver's license issued by a Canadian government authority	6. U.S. Citizen ID Card (Form I-197)
		7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
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	For persons under age 18 who are unable to present a document listed above:	
	10. School record or report card	8. Employment authorization document issued by the Department of Homeland Security
	11. Clinic, doctor, or hospital record	
	12. Day-care or nursery school record	

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)

FWS Placement Procedures

- Methodically review available FWS job listings
- Select positions which interest you and which you meet the qualifications stipulated
- Contact supervisor(s) to verify position is still available
- Arrange for an interview
- Discuss a work schedule that will not conflict with class schedule (as per registration/bill)

FWS Placement Procedures (continued)

- On-campus: students do not need a Federal Work-Study Contract when going for the initial interview
- Off-campus: students should take a Federal Work-Study Contract with them to the interview
- Public Service Corps: students must complete and submit an application to the PSC Office

Interviewing Tips

- Bring your current resume and have a positive attitude
- Have a pen and pad ready to take any notes
- Dress appropriately
- Be clear about what skills you have to offer

Interviewing Tips (Continued)

- Know what times you are available to work
- Ask about training opportunities
- Clarify who will supervise you and what job responsibilities you will be assigned

Interviewing Tips (Continued)

- Be certain to write down the following:
 - name of your interviewer
 - all supervisors
 - job location
 - agreed upon work schedule *(make sure it does not overlap with the time classes are scheduled)*
 - the time to return with the FWS Contract

Obtaining a Contract Before Working On-Campus

- After interviewing and accepting one (1) position be certain:
 - to obtain a work-study contract
 - to notify other supervisors that you met with that you have accepted another position

The Next Step

- Return to the job site at the time agreed upon during the interview.
- Have all supervisors sign the FWS Contract.
- Have supervisor complete:
 - Form I-9 and make copies of the required documents
 - Return to the Financial Aid Placement Site with the signed original copy of the FWS Contract, the original Form I-9 signed and copies of the required supporting documents.
- COPIES OF DOCUMENTS TO SUPPORT FORM I-9 MUST BE MADE BEFORE RETURNING TO THE 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.

When Can I Start Work ?

- The staff in the Federal Work-Study Office will advise you of the date you may begin working once you have submitted all the required paper work. Be sure to print the current FWS Payroll Schedule (which is part of the placement packet). You will be issued a New York State Labor Form. The date on the Labor Form is the earliest date you can start work.
- Students may not work as a FWS employee without following the procedures already discussed.
- Placement is only complete when the student submits all required forms to the FWS staff at the designated placement site or in the Financial Aid Office.
 - After the 1st day of the program, the earliest start date for students will be the date on their Labor Form.

FWS Payroll Procedures

Ms. Jennifer Clarke - FWS Payroll Assistant

Telephone #: (718) 951-5179

Sample

- Supervisors will complete time sheet entry every day the student reports to work
- Students and supervisors must follow the FWS Payroll Schedule to properly complete time sheets

Sample

- Students must establish a work schedule which will not conflict with their class schedule. 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
- Minimum of 6 hours per week
- Students must take a minimum ½ hour break after the 5th consecutive hour of work
- Students may not work during class time (refer to your class schedule on your registration/bill statement)
- DO NOT WORK IN EXCESS OF THE FWS AWARD INDICATED ON YOUR FWS PROGRAM STUDENT/EMPLOYER CONTRACT.

Sample

Sample

FWS Payroll Procedures (continued)

- All time sheet entries must be made by the FWS Supervisor.
 - Work performed on a holiday
 - Memo must be submitted with the time sheet by the FWS supervisor to the Payroll Assistant.
 - Submission of time sheets
 - On-campus: Must be sent via inter office mail
 - Off-campus: Must be sent by U.S. Postal Mail
- TIME SHEETS MAY NOT BE HAND DELIVERED TO THE OFFICE!**

Payment Options

Direct Deposit: *Fast way to receive payment*

<http://www.brooklyn.cuny.edu/bc/offices/financial/pdf/ddrequest.pdf>

- Direct deposit is available.
- Refer to instructions on the website.
- Forms can be downloaded via the Financial Aid page on the Brooklyn College website.
- Return forms with a voided blank check to the Enrollment Service Center (ESC) or at the time of your placement appointment.

Note: Students who do not sign up for direct deposit or the scholars card will have their checks mailed to their home address.

**It is advised that students verify that their correct address is on file in the Office of Financial Aid.*

CUNY Scholar Support Prepaid Card

What is the CUNY Scholar Support Prepaid Card?

- Financial aid, including work study payments, automatically loaded to a prepaid MasterCard® card.

How can it be used?

- Make purchases anywhere MasterCard debit is accepted.*
- Purchase text books.
- Get cash at ATMs.

Why the CUNY Scholar Support Prepaid Card?

-Doesn't require a bank account

-No need to wait for a check

-Faster access to funds

-No check cashing fees

*-MasterCard zero liability protection***

-Check your balance online

Visit www.enroll.citiprepaid.com/cuny to enroll!

*A convenience fee of 2.65% applies when the card is used to pay college/university expenses.

Students can continue to pay college/university expenses via EFT and ACH at no additional charge.

**Conditions and exceptions apply. Please see Terms & Conditions.

This card is issued by Citibank, N.A. pursuant to a license by MasterCard International Incorporated.

Taken from the Scholar Support Flyer. Can be obtained at the Financial Aid Office.

Meet Former FWS Participants

Guest Panelists



Panelist 1

- There are many benefits of participating in the Financial Aid Work-Study Program.
Among them 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 in parallel with one of my academic concentrations: design and architecture. Through job placement, I was able to work in the Administration for Children's Services department learning about the architecture of children's play equipment as well as the architecture of elementary and pre-schools. In addition to working in an office setting, I had the opportunity to go on-site and get a hands on experience in regards to what I was learning about in the office. Overall, it was a great experience!

Panelist 1 (continued)

- 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!

Panelist 2

- 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.

Panelist 2 (continued)

- 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.

Panelist 3

- As a former work-study employee, I had the opportunity as an undergraduate student to work off-campus at a day care center in Manhattan. As an education major, the position provided me with experience in my field. As a graduate student, I worked on campus in an administrative office. In this position, I learned many skills, such as:
 - Office protocol
 - How to properly write memos and letters
 - How to administer a program
 - How to conduct myself as a professional.
- My supervisor and the work-study program prepared me well for my present career.

Other On-Campus Services:
The Magner Center for Career Development &
Internships
1303 James Hall

Dr. Robert Oliva, Director

Shelly Shapiro, Assistant Director, Internships &
Administration

WORKSHOPS

- Resume Writing
- Interview Practice
- Career Decision Making
- Guerilla Tactics for the Job Search
- Researching for Interviews
- Dress for Success

Q&A

- Students are advised to visit the Financial Aid Page for additional information
 - FWS Program
 - Direct Deposit
 - Other Financial Aid Programs
- Brooklyn College Financial Aid Website:
<http://www.brooklyn.cuny.edu/web/about/administration/enrollment/financial.php>
- Students may call the office at (718) 951-5816 to ask any questions regarding the FWS Program.
- Best wishes in your job search!

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

Cycle

110

PLEASE READ INSTRUCTIONS BEFORE FILLING OUT THIS FORM!

AGENCY CODE

0	4	5	0	5
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LOCATION CODE

3	8	7	9
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Return Completed Time Sheet To: Financial Aid Office
Brooklyn College
2900 Bedford Avenue
West Quad Building / 3rd Floor
Brooklyn, New York 11210

Student's Name

Smart

Roger

Last

First

Pay Period Begins

Pay Period Ends

08/27/12 TO 09/07/12

M. Supervisor

Supervisor's Name (Print)

1	2	3	4	5	0	0	0	7
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Social Security Number

Super Site

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

308 West Quad Center

Agency Address

\$ 8.00

Hourly Pay Rate

rsmart@brooklyn.cuny.edu

Student's email address

supervisor@bcbmail.brooklyn.cuny.edu

Supervisor's email address

Work Location

Work Address (if different)

(718) 951-5000

X

Work Telephone Number

Extension

Mo/Day	IN	OUT	IN	OUT	IN	OUT	TOTAL
SAT. --/--							0
SUN. --/--							0
MON. 08/27							0
TUE. 08/28							0
WED. 08/29							0
THU. 08/30	9:00	2:00	2:30	4:00			6.5
FRI. 08/31							0

Total Hours for 1st Week ➡

6.5

Mo/Day	IN	OUT	IN	OUT	IN	OUT	TOTAL
SAT. 09/01							0
SUN. 09/02							0
MON. 09/03**							0
TUE. 09/04	10:00	12:30	2:30	5:00			5
WED. 09/05							0
THU. 09/06	10:15	11:15	3:30	5:30			3
FRI. 09/07							0

Total Hours for 2nd Week ➡

8

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 class schedule.
- all work has been performed satisfactorily. ☒ yes ☐ no

Supervisor's signature

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 class schedule.

Student's signature

**PLEASE WRITE COMMENTS
ON STUDENT'S
PERFORMANCE ON REVERSE
SIDE OF FORM.**

Total Hours for Entire Period

14.5

***Students are required to take a minimum of a half hour break after 5 consecutive hours of work.**

** Labor Day

Back

2012 - 2013 FWS Payroll Schedule

Student's Name: Roger Smart

Job Location: Super Site

SIGN UP FOR DIRECT DEPOSIT NOW! FASTER ACCESS TO YOUR FINANCIAL AID MONEY!

Website Link: <http://www.brooklyn.cuny.edu/pub/1104.htm>

SPECIAL NOTE: Time sheets submitted which are illegible or not in compliance with FWS payroll procedures will be returned to the supervisor. All corrections to the time sheet must be initialed. Unsigned time sheets will be returned for appropriate signature(s). Acceptable signatures are those indicated on the 2012-2013 Federal Work Study Program Student/Employer Contract. Late time sheets must have an official letter from the supervisor attached justifying late submission.

Ms. Jennifer Clarke: FWS Payroll Assistant for 2012- 2013

USE CHART TO KEEP TRACK OF YOUR HOURS.

CYCLE	PAYROLL PERIOD	Available Hours	Current Hours	Remaining Hours	TIME SHEET DUE	Check Date (Direct Deposit)	Anticipated Check Mail Date
110	8/27 – 9/7	200	20	180	9/10	9/26	9/25
130	9/8 – 9/21	180			9/24	10/11	10/10
150	9/22 – 10/5				10/9	10/24	10/23
170	10/6 – 10/19				10/22	11/7	11/6
190	10/20 – 11/2				11/5	11/21	11/20
200	11/3 – 11/16				11/19	12/5	12/4
220	11/17 – 11/30				12/3	12/19	12/18
*230	12/1 – 12/7				12/10	12/27	12/26
240	12/8 – 12/21				12/26	1/9	1/8
260	12/22 – 1/4				1/7	1/24	1/23
280	1/5 – 1/18				1/22	2/6	2/5
300	1/19 – 2/1				2/4	2/21	2/20

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