

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 *Responsibilities of Federal Work-Study (FWS) Supervisors* 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 helps build a student's resume.
- It establishes valuable networking skills for students.
- 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?

- **Students need to apply for FWS by completing the Free Application for Federal Student Aid (FAFSA) available online October 1st of every year. They are recommended to apply early because funds are awarded on the basis of financial need and are allocated on a first-come, first-serve basis.**
 - Refer to FATV for information on when students can file a FAFSA application at <http://www.brooklyn.cuny.edu/web/about/offices/financial/fatv.php>
- Be sure to **indicate their request for Federal Work-Study (FWS)** on FAFSA.
- **Complete** their “To Do List” on their CUNYfirst account. An outstanding item can prevent consideration for the awarding process of federal financial aid.
- Meet **Federal** and **CUNY eligibility criteria**.
- The **FWS award will appear** on the student’s CUNYfirst account. They must **accept the FWS award offered** on your CUNYfirst account prior to placement appointment. Not immediately accepting the FWS award may result in cancellation of those funds.
- To avoid cancellation of your FWS award they must adhere to the deadline date for job placement.

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 online after the student comes in for an appointment.

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 Packet
- 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 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 the policy of the U.S. Citizenship and Immigration Services (USCIS) that employers **CANNOT** discriminate on the basis of race, ethnicity, or national origin in the hiring process. An employer may not refuse 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) ?
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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		OR Code - Sections 2 & 3 Do Not Write in This Space
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 online on JobX
- Supervisors will receive students' information and resume, if attached, on JobX and approve or decline students. If approved, please contact the student to schedule an interview. If an application has not been responded to within 72 hours, students may call the office inquiring about an update
- 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 (indicated on CUNYfirst)

Decision to Hire Student

- Additional information on the hiring process will be listed on the NextGen On-Campus Employer Home Page.
 - The actual hiring process initiated by the FWS supervisor will occur on the NextGen JobX website.
 - Final approval will be in the form of an email to the supervisor and student from the Financial Aid Office.
 - **Students may not work as a FWS employee without following the required procedures and receiving the approval email with the specific start date.**
 - 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)*
- ** 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

- If you decide not to hire the student, reject the applicant on JobX.
- Go to JobX Home and click the applications for the specific job.
- There will be a box next to the students that can be check marked.
- Click the box next to the student(s) and click “Reject Applicants”.
- Students who are not selected for your position will have to go back to JobX to search for other available jobs.

The Next Step . . .

- Supervisor completes:
 - Page 2 of Form I-9 and make copies of the required documents
- The student must bring back the Form I-9 and copies of the unexpired required documents 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!

When Can Students Start Work?

- The student must submit in person all completed required forms and documents to the FWS staff at the Financial Aid Office.
- The student and supervisor will receive an email stating that your hire request has been approved. The student cannot work until they have received the approval email from the Federal Work-Study Program which will indicate the date they can start work.
 - Students will be given copies of the **Notice and Acknowledgement of Pay Rate and Payday** form (Labor form) and **FERPA**. The student is given a copy of both forms and will provide the supervisor with a copy of each.

When Can Students Start Work?

(continued)

- Students must give their FWS supervisor the following documents before they can begin work:
 - Copy of the form pertaining to FERPA
 - Copy of the Notice and Acknowledgement of Pay Rate and Payday 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 time sheet will be available online using the TimesheetX feature. All time will be entered by the supervisor.
- Students and supervisors: are responsible for tracking the utilization of hours worked and hours remaining
- Establish a work schedule which will not conflict with student's 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, 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 by the supervisor.
- Students must take a minimum half 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).
- Students will not be able to work on days when the college is officially closed.
- The FWS supervisor and student should discuss the work schedule to best utilize the FWS award allocated for each semester. Students may not exceed their Fall semester Work-Study award. Students with an award for the Spring semester may not exceed their award for Spring.
- Due to the current budget, funds may not be available to increase FWS awards. Monitor student's utilization of their FWS awards.

***** DO NOT ALLOW STUDENT TO WORK IN EXCESS OF THE FWS AWARD. *****

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)

- Submission of time sheets:
 - Submitted online on TimesheetX
 - Due Monday before midnight
- FWS students cannot work days, evenings, weekends, or holidays if the supervisor or designated alternate supervisor (college employee) will not be present.
- 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.

Notice and Acknowledgement of Pay Rate and Payday 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:

2. Notice given:

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

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.

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 approval email.
- Submit time sheets on TimesheetX Monday before midnight.
- Delay in submission of time sheets could cause a delay in money disbursement to the student and create financial hardship.
- Keep track of utilization of student's hours. Your job site 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.

Contact Information

- Supervisors and students may call the office at (718) 951-5178 or email fws@Brooklyn.cuny.edu to ask any questions regarding the FWS Program.

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