



# FEDERAL WORK-STUDY

*ORIENTATION FOR STUDENTS*

# WELCOME

## TO THE ONLINE ORIENTATION

Students are to review this orientation for more information about the Federal Work-Study Program.

If you have any questions about the Federal Work-Study Program, the only way to contact us at this time is via e-mail.

Email:  
[fws@brooklyn.cuny.edu](mailto:fws@brooklyn.cuny.edu)

Due to the pandemic, most placement forms will be submitted via Dynamic Forms. More information will be provided in this orientation.

[You can visit the Financial Aid Forms page by clicking here](#)

**The Federal Work-Study Program is geared towards preparing students for future employment plus gaining experience aligned with their career goals. Any program and procedural updates will be shared with you on an ongoing basis.**

# FEDERAL WORK-STUDY (FWS) PROGRAM MISSION

- Federal Work-Study is a type of financial aid which offers students the opportunity to **earn money based on hours worked**.
- The Federal Work-Study Program provides many benefits:
  - It serves as a source of financial assistance.
  - It offers a training ground where students can work and gain valuable experience.
  - It helps build your resume.
  - It establishes valuable networking skills.
  - It encourages students to participate in community-service based organizations.
  - It provides students an opportunity to participate in the Family Literacy Program (formerly America Reads Program).
- Positions may be remote, in person or a combination of remote and in person. Review the job description for details and discuss during your interview with the FWS supervisor for compliance with entering and working at a job site in person.

# HOW DOES A STUDENT RECEIVE A WORK-STUDY OFFER?

- Apply for FWS by completing the Free Application for Federal Student Aid (FAFSA) available online October 1st of every year. Apply early because funds are offered on the basis of financial need and are allocated on a first-come, first-serve basis.
  - [Click here to refer to FAFSA for information on when you can file your FAFSA](#)
- Be sure to **indicate your request for Federal Work-Study (FWS)** on FAFSA.
- Not all students who request FWS on their FAFSA are offered funds.
- **Complete** your “**To Do List**” on your CUNYfirst account. An outstanding item on your CUNYfirst “To Do List” can prevent consideration for federal financial aid.
- Meet **Federal** and CUNY **eligibility criteria**.
- Students with an FWS offer can view that information on their CUNYfirst account. You must **accept the FWS offer** on your CUNYfirst account prior to the placement process. FWS offers are available on a first-come, first-serve basis until the maximum funding level for the college has been reached. After that time you may not be able to accept the FWS offer or have access to the initial offer.
- To avoid cancellation of your FWS offer, you must adhere to the deadline date for job placement.

# REQUIREMENTS TO BE ELIGIBLE FOR FWS

- Students must meet the following conditions to be eligible:
  - Be enrolled in a degree-granting program (matriculated)
  - Be matriculated and enrolled at least on a half-time basis (6 credits or its equivalent in credit hours in their division of matriculation). Enrollment status must be **established** by the **7th day** of the semester
  - Be a citizen of the United States, or an eligible non-citizen as per the program guidelines
  - Maintain Satisfactory Academic Progress (SAP)
  - Meet CUNY and financial aid guidelines
  - Complete the “To Do List” on the CUNYfirst account. An outstanding item can prevent consideration for the awarding process


# TO ACCEPT THE FEDERAL WORK-STUDY OFFER

- The FWS offer will appear on the student's CUNYfirst account. The students must accept the FWS offer on their CUNYfirst account prior to the placement process. FWS offers are available on a first-come, first-serve basis until the maximum funding level for the college has been reached. After that time, students may not be able to accept the FWS offer or have access to the initial offer.
- To avoid cancellation of their FWS offer, students must adhere to the deadline date for job placement.

## ■ Accept the Federal Work-Study offer:

- 

### Financial Aid



2022-2023  
Brooklyn College

Financial Aid Summary

Change

Summary

Need Summary

Cost of Attendance

Expected Family Contribution

Awards

Direct Loan Processing Form

Supplement Form

FICA

SNAP Enrollment Verification

### Award Summary

Display

Summary

12 rows

Award Description/Category	Award Status	Net Award	Disbursed
<b>Initial TAP-Fall</b> Grant	Accepted	2,647.00	0.00
<b>Estimated TAP Spring</b> Grant	Accepted	2,582.50	0.00
<b>Initial TAP Waiver Fall</b> Grant	Accepted	591.07	0.00
<b>Estimated TAP Waiver Spring</b> Grant	Accepted	591.07	0.00
<b>Federal PELL Grant Fall</b> Grant	Accepted	3,447.50	0.00
<b>Federal PELL Grant Spring</b> Grant	Accepted	3,447.50	0.00
<b>Peter F. Vallone Scholar Fall</b> Scholarship	Accepted	350.00	0.00
<b>Peter F. Vallone Scholar Spr</b> Scholarship	Accepted	350.00	0.00
<b>Federal SEOG Fall</b> Grant	Accepted	200.00	0.00
<b>Federal SEOG Spring</b> Grant	Accepted	200.00	0.00
<b>Federal Work Study Fall</b> Work/Study	Accepted	2,000.00	0.00
<b>Federal Work Study Spring</b> Work/Study	Accepted	2,000.00	0.00
<b>Totals</b>		<b>18,406.64</b>	<b>0.00</b>

Currency used is US Dollar

# TO ACCEPT THE FEDERAL WORK-STUDY OFFER (CONTINUED)

- Click the pencil box in the top left corner to accept the FWS offers and press “Submit”. If you do not accept the offer, you risk losing the offer.

Financial Aid

2022-2023  
Brooklyn College

Financial Aid Summary

- Summary
- Need Summary
- Cost of Attendance
- Expected Family Contribution
- Awards
- Accept/Decline**
- Disbursements
- Outside Aid
- College Financing Plan
- Direct Loan Processing Form
- Supplement Form
- FICA
- SNAP Enrollment Verification

**Accept/Decline**

Status: Successful

12 rows

Award Description/Category	Award Decision	Reduce	Offered	Accepted
Initial TAP-Fall Grant	Accept	<input type="checkbox"/>	2,647.00	2,647.00
Estimated TAP Spring Grant	Accept	<input type="checkbox"/>	2,582.50	2,582.50
Initial TAP Waiver Fall Grant	Accept	<input type="checkbox"/>	591.07	591.07
Estimated TAP Waiver Spring Grant	Accept	<input type="checkbox"/>	591.07	591.07
Federal PELL Grant Fall Grant	Accept	<input type="checkbox"/>	3,447.50	3,447.50
Federal PELL Grant Spring Grant	Accept	<input type="checkbox"/>	3,447.50	3,447.50
Peter F. Vallone Scholar Fall Scholarship	Accept	<input type="checkbox"/>	350.00	350.00
Peter F. Vallone Scholar Spr Scholarship	Accept	<input type="checkbox"/>	350.00	350.00
Federal SEOG Fall Grant	Accept	<input type="checkbox"/>	200.00	200.00
Federal SEOG Spring Grant	Accept	<input type="checkbox"/>	200.00	200.00
Federal Work Study Fall Work/Study	Accept	<input type="checkbox"/>	2,000.00	2,000.00
Federal Work Study Spring Work/Study	Accept	<input type="checkbox"/>	2,000.00	2,000.00
<b>Totals</b>			<b>18,406.64</b>	<b>18,406.64</b>



# PLACEMENT OPPORTUNITIES

- Students have many options available to choose from:
  - On-campus
  - Off-campus
  - New York City Public Service Corps (PSC)
    - To learn more about the types of job opportunities offered by NYC Public Service Corps, students may visit the Public Service Corps website

\*Note: You will be given access to view approved FWS positions online after submission of appropriate forms.



# ON-CAMPUS

- Administrative Offices
- Academic Departments
- Tutorial Centers

These are only **some** of the possibilities. After submission of the initial placement forms, you will be notified to begin your job search. Closely review all listings online and select a maximum of 5 positions best suited for you, apply, and arrange for an interview.

# OFF-CAMPUS



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

**Below are some of the type of positions are available:**

- **Afterschool Program Intern**
- **Tutor**
- **Jumpstart Corps Member**
- **Others**

**Brooklyn College**



# 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 affiliated with various off- campus affiliated NYC agencies.**
- **An application can be requested after you completed the initial placement process with Brooklyn College. The completed PSC application will have to be submitted to the PSC Placement staff.**



# FORMS TO BE COMPLETED

- On the Brooklyn College website, select "Admissions" > "Financial Aid" > "Forms and Document Submission". The forms you will need to fill out are listed under the “FWS Program Information and Forms for Students” section under the “Federal Work-Study (FWS)” heading.
- To apply for jobs, the following forms need to be completed:
  - Federal Work-Study (FWS) Fact Sheet and Placement forms
    - The login information is your BC WebCentral login
  - Form W-4 Employee's Withholding Allowance Certificate (found on the third page of the Placement forms)
  - One of either Form IT-2104 or IT-2104E (found on the third page of the Placement forms)
    - A new exempt Form W-4 and IT-2104E will need to be filled out before the spring semester, if tax exempt for the fall semester

To upload a Form W-4 and Form IT-2104 **or** IT-2104E to the last section of the Fact Sheet and Placement forms on Dynamic Forms, either:

1. Download the form as a PDF and fill out and sign electronically.
2. Print the form and physically fill out and sign. Scan the form to a computer or take a picture of the form and email it to yourself to be saved on your computer, which you will then upload into Dynamic Forms.

# HOW TO MAKE AN APPOINTMENT FOR ASSISTANCE ON FORMS TO BE COMPLETED

- 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 Placement
- Choose an appointment that fits your schedule with one of the FWS Program Assistants
- Job placement appointments are not handled by Financial Aid Specialists/Advisors
- All placement appointments are conducted by phone

# WHAT IS A FERPA AGREEMENT?

- As a student at Brooklyn College, you may be granted access to confidential records in order to perform your FWS assignments. You should be aware that all information is protected by a federal law known as the Family Educational Rights & Privacy Act (FERPA) and must be treated as confidential.
- Under no circumstances may you release to any person (or persons) information about a student or anyone else unless you have been instructed to do so by your supervisor. You must refer any requests for information about a student or member of the campus community to your supervisor.
- Do not acquire student or information for anyone else that is not needed to do your job. Do not share or exchange information about anyone you may learn while performing your job.
  - Even a minor disclosure of information (such as telling another student of someone's class schedule) could be a violation and result in penalties including the loss of your job.
- You will be required to sign a statement agreeing that you will abide by the FERPA provisions of confidentiality while employed as a FWS student employee.
- FERPA MOTTO: "Keep any information obtained in the workplace at the workplace."

# FORM I-9, EMPLOYMENT ELIGIBILITY VERIFICATION

- Individuals seeking employment in the United States are required to fill out Form I-9.

To download instructions on filling out the Form I-9, you may [click here](#)

- Students must provide their supervisors with the required document(s), a copy of the document is also required:
  - One document from “List A”

**OR**

- One document from “List B” **and** one document from “List C”

**\* Review a copy of the acceptable unexpired documents on slide 18.**

- The student must show the original documents for the Form I-9 process to the FWS supervisor or appointed designee in order that they can complete “Section 2”.





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

**USCIS**  
**Form I-9**  
OMB No. 1615-0047  
Expires 10/31/2022

**▶ 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.)

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)
<p>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.</p> <p>1. Alien Registration Number/USCIS Number: _____ <b>OR</b> 2. Form I-94 Admission Number: _____ <b>OR</b> 3. Foreign Passport Number: _____ Country of Issuance: _____</p>

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



Employer Completes Next Page



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

**USCIS**  
**Form I-9**  
OMB No. 1615-0047  
Expires 10/31/2022

**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
<b>List A</b> Identity and Employment Authorization		<b>OR</b>		<b>List B</b> Identity	<b>AND</b> <b>List C</b> 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		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		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)	
Additional Information		Additional Information		Additional Information	
QR Code - Sections 2 & 3 Do Not Write In This Space		QR Code - Sections 2 & 3 Do Not Write In This Space		QR Code - Sections 2 & 3 Do Not Write In This Space	

**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	

**Section 3. Reverification and Rehires** (To be completed and signed by employer or authorized representative.)

<b>A. New Name (if applicable)</b>			<b>B. Date of Rehire (if applicable)</b>		
Last Name (Family Name)			Date (mm/dd/yyyy)		
First Name (Given Name)		Middle Initial		Date (mm/dd/yyyy)	
<b>C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.</b>					
Document Title		Document Number		Expiration Date (if any) (mm/dd/yyyy)	

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	Today's Date (mm/dd/yyyy)	Name of Employer or Authorized Representative
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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:	
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		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		

# PLACEMENT PROCEDURES

- Students will need to complete the Fact Sheet and Placement forms
- Student will receive an email that the forms were received
- FWS staff will review the uploaded forms to confirm they were properly completed
- Upon confirmation that all forms have been accurately submitted, students will be notified to log into JobX and begin applying for a position
- If follow-up is required, this will include an email indicating further action they will need to take prior to be able to apply for a position

# PLACEMENT PROCEDURES

1. Once you have received the email to begin your job search, follow these steps. Go to the Federal Work-Study Resource Page ([bcfws.studentemployment.ngwebsolutions.com](http://bcfws.studentemployment.ngwebsolutions.com)). Click on “Applicants and Employees” and click on the “**Find a Job**” link.
    - Select either the “**FWS On-Campus Jobs**” or “**FWS Off-Campus Jobs**” to view the available jobs.
    - Click on the “**Job Title**” for the job that you are interested in to view the “**Job Details**”.
    - Methodically review available FWS job listings
  2. Select positions that interest you – be sure you are able to meet the qualifications and perform the job duties listed
  3. Supervisors should contact you on the status of your application. If you do not receive an email response after one week, send a follow up email to the supervisor.
  4. Arrange for an interview
- **When applying for jobs, attach a copy of your current resume for supervisors to review.**
  - **Do not apply for more than five jobs at a time.** You can only work at one site at any given time. Once you accept a position and have completed the placement process, you are expected to remain at that job site until your FWS offer is earned (provided you continue to meet program guidelines).
  - During interview, discuss a work schedule that will not conflict with your class schedule (as per your CUNYfirst registration). Email a copy of your official class schedule to the supervisor.



# INTERVIEWING TIPS

- Be on time for established interview
- Have a copy of your current resume and official class schedule (as appears on CUNYfirst) to share with supervisor
- Know what times you are available to work
- Dress appropriately for the interview
- Have a pen and pad ready to take any notes
- Have some familiarity with the position for which you are applying
- Be clear about what skills you have to offer
- Ask supervisor what new skills can be gained from this position and training opportunities
- Clarify who will supervise you and what job responsibilities you will be assigned
- Have a positive attitude
- Establish with the FWS supervisor if the position will be remote, in person, or a combination. If the position is listed as in person, find out what the requirements are to work in person at that site.
  - For example: Brooklyn College has specific guidelines to gain entrance to the campus and requirements for working in various on-campus locations. An eligible student who completes the placement process can only be paid for the time worked.

# THE NEXT STEP

- After the interview, if the supervisor is interested in hiring you, they must immediately submit an online “hire request” for you on the NextGen: JobX system.
- The student will complete their section of Form I-9.
- **The supervisor must complete their section of Form I-9.**
  - The student must make copies of the required documents presented to the supervisor.
  - The completed Form I-9 with appropriate documents must be uploaded by the student on the Brooklyn College website via Dynamic Forms for the FWS staff to review.
- Once the FWS Office staff receives your online hire request from the supervisor, Form I-9 and required documents, we will review all forms and send you an Acknowledgement of Pay Rate and Payday form, formerly referred to as the Labor Form.
- After the student completes their sections they return the form via email to the FWS office staff who has been assisting them in this process.
- A staff member will review that form and send out a Hire Approval email and a copy of the Labor Form to both the student and the supervisor(s) which will state the first day they may begin working.

# WHEN CAN I START WORKING?

- The student and supervisor will receive an email stating that your hire request has been approved and work may begin. Do not report to work until you receive the approval email from the Federal Work -Study Program.
  - The earliest start date for students will be the date on their Notice and Acknowledgement of Pay Rate and Payday form (formerly referred to as the Labor Form).
  - Students and supervisors will be emailed a copy of the **Notice and Acknowledgement of Pay Rate and Payday** form.
- Be sure to reference and follow the **FWS Payroll Schedule**, which is on the Brooklyn College and NextGen websites.

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

# STUDENT RESPONSIBILITIES

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



# ON THE JOB BEHAVIOR FOR FWS STUDENTS

- Show initiative
  - Learn all you can about the job site or department in which you work. The more you know about the area, the more valuable you will become to the team.
- Be part of the team
  - Have a positive attitude. Be cooperative and show a willingness to learn.
- Always strive to do your best
  - Your work reflects your attitude as well as your level of competency.
- Conduct yourself in a professional manner
  - Maintain confidentiality of all information.

# ON THE JOB BEHAVIOR FOR FWS STUDENTS (CONTINUED)

- Know your area of responsibility
  - Complete your work thoroughly and accurately. **If you do not understand or you are unsure of your assignment always ask questions.**
- Keep socializing to a minimum
  - Socializing that lowers efficiency and productivity is not acceptable.
- Limit personal phone calls
  - Only official calls should be made on a business telephone.
- Use titles correctly
  - You will be meeting, addressing and contacting people with various titles. Remember to address people by their correct title.
- Represent your job site well
  - You may be the first contact that a person has with the job site. Remember the manner in which the person is received leaves a lasting impression.

# FWS EARNINGS

- **How many hours can I work per week?**

- Twenty (20) hours is the maximum.

- **Can I earn as much money as I want?**

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

- **Are my FWS earnings taxable?**

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

# FWS EARNINGS (CONTINUED)

- I am currently receiving unemployment. Do I have to report earnings with the unemployment office?
  - Yes. If you are currently receiving unemployment benefits, you should contact the NYS Department of Labor before accepting a FWS job to see how this might affect your benefit rate or continued eligibility for unemployment.
- How do I get a letter verifying that I am working in the FWS program?
  - You may request a FWS employment verification letter. Please contact the office via email ([fws@brooklyn.cuny.edu](mailto:fws@brooklyn.cuny.edu)) for additional information. When the campus is open you must physically pick up the letter confirming your employment history. We cannot send employment information to any agency on your behalf. During the time the campus is closed due to the pandemic the information will be sent to you via e-mail once we verify your identity.
  - **Students should retain copies of their placement documents, hire approval email, and all payroll files (time sheets, check stubs, etc.) for future reference.**

# FWS PAYROLL PROCEDURES

**Ms. Jennifer Clarke**

**FWS Payroll Assistant**

**[JClarke@brooklyn.cuny.edu](mailto:JClarke@brooklyn.cuny.edu)**

- Supervisors and students must follow the FWS Payroll Schedule to properly complete and submit time sheets. Time sheets are generally for a period of two weeks.
- **Supervisors must complete the time sheet entry every day the student reports for work on TimesheetX.**
- Time sheets are submitted online by the FWS supervisor. Review your time sheet at the end of each day to verify your supervisor has input the correct times that you worked.


# FWS PAYROLL PROCEDURES (CONTINUED)

## Work Schedules:

- The FWS supervisor and student should discuss the work schedule to best utilize the FWS offer allocated for each semester.
- Students must have a work schedule that does not conflict with their class schedule. The supervisor will not be allowed to enter time worked during times your classes are scheduled to meet on CUNYfirst.
- Students will not be able to work on days when the college is officially closed.
- Work schedules should be formulated based on quarter-hour, half-hour, or hour intervals.
- Work schedule – Minimum of 6 hours and maximum of 20 hours per week. If there is a different maximum, it will be stated on the job description.
- Students must take a **minimum half hour break after the 6<sup>th</sup> consecutive hour of work.**
- FWS students cannot work during the time when the supervisor or designated alternate supervisor (college employee) will not be present when employment is in person.
- Due to current budget funds may not be available to increase FWS offers.
- Constantly monitor your utilization of your FWS offer and do not exceed that amount.

# Next Gen Website to Review Time Sheet

- To view your time sheet, go to the NextGen website at <https://bcfws.studentemployment.ngwebsolutions.com/>
- Click on Applicants & Employees > Dashboard > the job title (example: Office Assistant) > Go to time sheet for the applicable dates

 Employees ▾ JobX ▾ TimesheetX ▾ Reporting ▾ Access & Audit ▾ Uploads ▾ Site Set up ▾ Content ▾ Help ▾

User Dashboard

Employee Information

Applications

Job Mail

Display: 

All ▾

 Employee Information

Hires

Job Title	Cost Center	Wage	Start Date	End Date	Supervisor	Hire Status
<a href="#">Office Assistant</a>		\$17.00	05/06/2022	05/24/2022		Closed

# PAYMENT OPTIONS

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

- Set-up this self-service option on your CUNYfirst account.
- Navigate to Financial Account > Direct Deposit on the left column



- 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.
- It is advised that students verify that their correct address is on file by checking their CUNYfirst account.
- FWS checks are not available for pick-up at the college.
- If you do not receive your check after 10 business days, contact the Federal Work-Study Office via email. A “stop payment” may be placed on the check.
- Misdirected or lost checks may take 2 - 3 months to replace.
- Students are encouraged to consider direct deposit for a secure and quicker payment of their FWS wages and financial aid refunds.

# How To View Pay Stub On CUNYfirst

- Log into CUNYfirst
- Choose Student Center > Payroll > Paychecks
- Select the appropriate paycheck to reviews wages and tax breakdowns
- The paychecks appear as Work Study – Federal in the “Company” column

# 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):**
  - Payroll -> 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 (CONTIUED)

- At the end of the calendar year, CUNY will generate a Form W-2 reflecting your FWS earnings paid for that 12 month period (January 1st-December 31st).
  - This information is also furnished to the Internal Revenue Service (IRS), New York State Department of Taxation and Finance, and local taxing agencies.
- A Form W-2 is obtainable through CUNY first at the end of each calendar year by navigating to:
  - Payroll -> View Work-Study W-2/W-2c Forms
- All wages paid in that calendar year will appear on the Form W-2.
- Refer to the IRS website for tax-filing requirements.

# LAST DAY TO WORK

- Students must continue to meet all program requirements and have available FWS funds in order to work.
- Fall: Last day of finals for the fall semester
- Spring: Last day of finals for the spring semester
- Refer to your completed placement forms issued by FWS staff for the specific dates.

# MAGNER CAREER CENTER: A RESOURCE FOR STUDENTS

The Magner Career Center provides important services and resources for Brooklyn College students.

Email: [careernews@brooklyn.cuny.edu](mailto:careernews@brooklyn.cuny.edu)

## Student services available:

- ❖ Resume and Cover Letter Review
- ❖ Interview Practice
- ❖ Internship/Job Opportunities
- ❖ Internship Stipend Awards
- ❖ Pre-Law Career Advisement
- ❖ Career Planning/Counseling
- ❖ Career Panels and Workshops

For more information, view the [orientation video](#) and go to <https://tinyurl.com/MCCVirtualServices> for upcoming events and resources

# WRAP-UP

- Students are advised to visit the Financial Aid pages on the Brooklyn College website for additional information:
  - FWS Program
  - Direct Deposit (Managing Your Financial Aid In CUNYfirst)
  - Other Financial Aid Programs
  - Federal Satisfactory Progress Standards for Title IV Financial Aid
- [Click here to visit the Brooklyn College Financial Aid Website](#)

Students with Federal Work-Study Program inquiries are encouraged to contact us for assistance.

Email: [fws@brooklyn.cuny.edu](mailto:fws@brooklyn.cuny.edu)