WELCOME

FEDERAL WORK-STUDY ORIENTATION

Ms. Millicent Grant
Financial Aid Office: 1306 James Hall
Telephone: (718) 951-5816

Mr. Bruce C. Neimeyer,
Assistant Vice President of Enrollment Services

Mr. Sherwood Johnson,
Director of Financial Aid
Work-Study Orientation

- Welcome to the On-line 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 your answers to the Financial Aid Office in 1308 James Hall at the time of your appointment.

You can access the orientation review questions online by clicking here.
Turn off all cell phones!

- Please turn off all cell phones during the orientation. Thank you!
Federal Work-Study Staff

Payroll Assistants:
Ms. Lorraine Ploughwright

Program Assistants:
Ms. Veronica Felicano, Ms. Yueer Zeng,
Mr. Jason Jagdeo, Ms. Elly Elly, Ms. Stacyann Novitsky,
Ms. Ana Rodriguez, and Ms. Atifa Alieva
The Federal Work-Study Program is unique in that it accomplishes several functions.

- 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)
- Indicate on FAFSA that you want to apply for Federal Work-Study (FWS)
- Meet Federal and CUNY eligibility criteria
- Eligible students receive an award letter by mail stating the award amount and placement information
On-Campus

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

These are only some of the possibilities. Closely review all listings at the end of the orientation 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:
  - serve their communities
  - build occupational skills
  - learn about careers in the public sector

- PSC sites are various New York City agencies.
Off-Campus: The After School Corporation (TASC)

- Students may interview with affiliated after school site supervisors

- These positions offer students an opportunity to help school children with academic and recreational activities

- Positions are available in various neighborhoods in different boroughs
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:

- CUNY Central Office
- Jumpstart
- Downstate Medical Center
- Police Athletic League (PAL)
- Educational Alliance
- Brooklyn Children’s Museum
- West Side Montessori School
FWS Placement Procedures

- Methodically review available FWS job listings
- Select positions which interest you and you meet the qualifications stipulated
- Contact supervisor(s) to verify position is still available
- Arrange for an interview
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.

- The After School Corporation: students must complete the required referral form prior to meeting with a TASC site supervisor.
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
- Know what times you are available to work
Interviewing Tips (Continued)

- Ask about training opportunities

- Clarify who will supervise you and what job responsibilities you will be assigned

- Be certain to write down the following:
  - name of your interviewer
  - all supervisors
  - job location
  - agreed upon work schedule
  - the time to return with the FWS Contract
Obtaining a Contract Before Working On-Campus

- After interviewing and accepting 1 position:
  - Be certain to have an appointment to obtain a work-study contract

- At the time of your appointment go to the Financial Aid Office – 1308 James Hall
  - Bring your validated B.C. I.D. Card
  - Bring the packet distributed to you at this FWS Orientation: Placement Card, W-4 Form, IT-2104 or IT-2104 E, Fact Sheet, I-9 Form and required supporting documents
  - Have a pen
  - Have the name of the supervisor and the job site where you have agreed to work

- Be certain 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:
  - I-9 Form and make copies of the required documents
  - Return to the Financial Aid Office with the signed White Copy of the FWS Contract, the Original I-9 Form signed and copies of the required supporting documents

**COPIES MUST BE MADE BEFORE RETURNING TO THE FINANCIAL AID OFFICE**

- Placement is official once the student personally returns all required forms to the FWS Staff in 1306 James (an appointment is not required to submit the signed forms)
When Can I Start Work?

- The Federal Work-Study Program starts on August 29, 2005 for students who submitted all the required paper work for Fall 2005 on or before Aug. 29th.

- Students who obtain their contract after August 29th will have a different start date.

- Students may not work as a FWS employee without following the procedures already discussed.

- After the 1st day of the program the earliest start date for students will be the date their contract is issued.
  - Placement is only complete when the student submits all required forms to the FWS staff in 1308 James.
FWS Payroll Procedures

- Blank time sheet forms are mailed to the site supervisor after job placement is completed.
- Students and Supervisors must follow the FWS Payroll Calendar to properly complete time sheets.
- Students must establish a work schedule which begins and ends on the hour or half hour.
FWS Payroll Procedures (continued)

- Maximum of 20 hours per week
- Minimum of 6 hours per week
- Students must sign in each day
- Students must take a minimum $\frac{1}{2}$ hour break after the 5th consecutive hour of work
- DO NOT WORK IN EXCESS OF FWS AWARD
All changes to the time sheet must be initialed by FWS Supervisors.

Work performed on a holiday
- Memo must be submitted by supervisor to the Payroll Assistant, Ms. Ploughwright

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!
Direct Deposit

- Direct deposit is now available.
- Refer to instructions on the website.
- Forms can be downloaded via the Financial Aid website.
- Return forms to the Financial Aid Office.
Meet Current/ Former FWS Participants

Guest Panelists
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 my 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!

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 foundations 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.
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:
  - 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
1305 James Hall

Bob Oliva, Director
Shelly Shapiro, Assistant Director, Internships

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

- Students have many options available to choose from:
  - On campus
  - Off campus
  - New York City Public Service Corps (PSC)
  - The After School Corporation (TASC)

Note: FWS positions can be reviewed at the time of your placement appointment in 1306 James Hall.
Q&A

- Students are advised to visit the Financial Aid website for additional information
  - FWS Program
  - Direct Deposit
  - Other Financial Aid Programs

Financial Aid Website:

http://www.brooklyn.cuny.edu/bc/offices/finaid/

- Best wishes in your job search!
THE CITY UNIVERSITY OF NEW YORK  
FEDERAL WORK-STUDY TIME SHEET  

[INSTRUCTIONS ON REVERSE SIDE]  

AGENCY CODE 04505  
LOCATION CODE 3879  

Student's Name  
SMART, ANGELA  

Social Security Number  
118 00 9200  

Super Site  
1346 James Hall  

Supervisor's Name  
M. Supervisor  

Weekly Hourly Pay Rate  
$6.00  

Pay Period Begins  
8/12/04  
Pay Period Ends  
9/13/04  

Total Hours for 1st Week  
7  

Total Hours for 2nd Week  
20  

Total Hours for Entire Period  
27  

I certify that:  
1. the record of hours worked, as submitted on this time sheet is correct;  
2. the hours worked did not conflict with the student's class schedule;  
3. all work has been performed satisfactorily.  

[Signature: Supervisors Signature]  

I certify that:  
1. the record of hours worked, as submitted on this time sheet is correct;  
2. the hours I worked did not conflict with my class schedule;  

[Signature: Student's Signature]  

PLEASE WRITE COMMENTS ON STUDENT PERFORMANCE ON REVERSE SIDE OF FORM.
2004 - 2005 FWS Payroll Calendar

Student’s Name: Smart, Angela

Job Location: SuperSite

*SPECIAL NOTE: Time sheets submitted which are not in compliance with FWS payroll guidelines will be returned to the supervisor. Please be reminded that unsigned time sheets will be returned for appropriate signature(s). Acceptable signatures are those indicated on the 2004-2005 Federal Work Study Program Student/Employer Contract.

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