

Dear Federal Work-Study Supervisors,

The FWS Program has already started accepting and approving remote job descriptions for the Fall 2020 semester. Job descriptions may be submitted on an ongoing basis during the academic year. Please allow approximately one week to be notified if the submission has been approved or if follow up will be required. There are usually more positions available than student applicants. Therefore, posting of a job description does not guarantee that the position will be filled. Please keep in mind the following:

- FWS students may not replace regular Brooklyn College employees
- FWS students may assist the regular part-time and full-time employees without direct access to computer systems and your office accounts
- FWS students should not be given the password to any of your official office/business accounts
- FWS students may not begin work until the placement process is completed and both you and the student receive the “hire approval” e-mail.

PowerPoint presentations are available to provide step-by-step guidance on how to list a FWS positions on the NextGen:JobX system (<https://bcfws.studentemployment.ngwebsolutions.com/>). Additionally, upon e-mail request we will offer FWS supervisors support in need of assistance with the NextGen: JobX and TimesheetX systems for placement and payroll procedures.

Students offered Federal Work-Study funds for Fall 2020 and Spring 2021 can view that information on their CUNYfirst account. Eligible students with FWS as an accepted offer for the Fall 2020 semester will be able to view on the Brooklyn College website information about the program and placement process. This is a reminder that students may not begin working prior to the completion of the placement process. The student may not begin work as a FWS employee prior to the date indicated in the approval email from the Financial Aid Office. If you allow the student to work before the date indicated your job site will be responsible for payment of wages. Retain a copy of all forms with other placement and payroll documents.

The following link for the FWS Program Orientation for Supervisors is being provided as a resource:

http://www.brooklyn.cuny.edu/web/off_financialaid/FWS_Program_Orientation_for_Supervisors.pdf

Eligible students with a Federal Work-Study accepted offer for Fall 2020 will be assisted with job placement according to the following schedule.

Reassignments: September 9th, 2020 – September 24th

New Hires: September 29th - October 15th

Reassignments and New Hires: October 19th –October 22nd

Additional dates will be provided for students with FWS offers made after October 20th .

Reassignments: Students who worked during the prior academic year and are requesting to return to the same job site should contact the FWS supervisor for consideration. If approved, the FWS supervisor will e-mail request to FWS@brooklyn.cuny.edu . The request will be reviewed and the student will be contacted with details on how to proceed with submission of required forms and the placement process.

New Hires: Any eligible student who has the accepted FWS offer for the fall semester and is seeking placement at a new job site.

Once all required forms have been received via the Dynamic Forms platform and approved a member of the FWS staff will e-mail you the steps to follow to complete the placement process.

Students who do not have a Federal Work-Study award offer for the 2020-2021 academic year may contact the FWS Office to inquire about the appeal process at the end of October.

Financial Aid staff is not on campus, therefore please contact the office via e-mail if have any questions.