



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

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. All jobs are currently remote.
- 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.
 - Positions available to boost your career.
 - 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).

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 FATV 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 their information on their CUNYfirst account. You must **accept the FWS offer** on your CUNYfirst account prior to the placement process. FWS award 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.

REQUIREMENT 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 guidelines and demonstrate financial need

TO ACCEPT THE FEDERAL WORK STUDY OFFER

- Accept the Federal Work-Study offer:
 - Login to your CUNYfirst account
 - Select “Student Center”
 - In the Finances section, click the “Accept/Decline Awards” link



- On the “Select Aid Year to View” page, you may see listing for multiple aid years and multiple colleges. Click the link for the current college and aid year.

| Select Aid Year to View | | |
|--------------------------------------|--------------------------|---|
| Select the aid year you wish to view | | |
| Aid Year | Institution | Aid Year Description |
| 2020 | Brooklyn College | Financial Aid Year 2019-2020 |
| 2019 | Brooklyn College | Financial Aid Year 2018-2019 |
| 2018 | Brooklyn College | Financial Aid Year 2017-2018 |
| 2017 | Brooklyn College | Financial Aid Year 2016-2017 |
| 2016 | Brooklyn College | Federal Aid Year 2015-2016 |
| 2015 | Brooklyn College | No self-service access for this aid year. |
| 2015 | College of Staten Island | No self-service access for this aid year. |
| 2014 | Kingsborough CC | Aid year not set up for self-service. |
| 2013 | Kingsborough CC | No self-service access for this aid year. |

TO ACCEPT THE FEDERAL WORK STUDY OFFER (CONTINUED)

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

Financial Aid

Award Package

Financial Aid Year 2020-2021

You are eligible to receive the awards listed below. Please review each award and corresponding message. You may Accept and/or Decline any or all of the awards that are currently available.

Last Updated: 08/19/2020 4:05:26PM **Status:** New Package

| Award | Category | Career | Offered | Accepted | Accept | Decline |
|--|------------|---------------|------------------|------------------|-------------------------------------|--------------------------|
| Federal Work Study Spring | Work/Study | Undergraduate | 1,300.00 | 1,300.00 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Federal Work Study Fall | Work/Study | Undergraduate | 1,300.00 | 1,300.00 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Federal Pell Grant- Summer Fro | Grant | Undergraduate | 2,060.50 | 2,060.50 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Estimated TAP Fall | Grant | Undergraduate | 2,215.00 | 2,215.00 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Estimated TAP Spring | Grant | Undergraduate | 2,215.00 | 2,215.00 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Estimated TAP Waiver Fall | Grant | Undergraduate | 378.34 | 378.34 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Estimated TAP Waiver Spring | Grant | Undergraduate | 378.34 | 378.34 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Federal PELL Grant Fall | Grant | Undergraduate | 2,747.50 | 2,747.50 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| SEEK Fees-Fall | Grant | Undergraduate | 129.85 | 129.85 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| SEEK Fees-Spring | Grant | Undergraduate | 129.85 | 129.85 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| SEEK Books Spring | Grant | Undergraduate | 500.00 | 500.00 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| SEEK Books-Fall | Grant | Undergraduate | 500.00 | 500.00 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Federal PELL Grant Spring 2 | Grant | Undergraduate | 2,747.50 | 2,747.50 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Total | | | 16,601.88 | 14,001.88 | | |

Currency used is US Dollar.

[accept all](#) [decline all](#) [clear all](#) [update totals](#)

[SUBMIT](#)

PREPARING FOR PLACEMENT OPPORTUNITIES

The Magner Career Center can help you prepare for your FWS placement process by:

- Offering resume workshops
- Various career workshops
- Note: FWS students may receive additional emails about services offered by the Magner Career Center.
- For additional information e-mail the Magner Career Center:
Careernews@brooklyn.cuny.edu
- Visit the Magner Career Center page to view all of their upcoming resume events:
<https://www.brooklyn.cuny.edu/web/academics/centers/magner.php>

PLACEMENT OPPORTUNITIES

- Students have many options available to choose from:
 - On-campus
 - Off-campus

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

- 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



ON-CAMPUS

- Administrative Offices
- Academic Departments
- Tutorial Centers

Above are some of the possible offices that may list positions:

- Submit the initial placement forms via Dynamic Forms.
- Consult with the Magner Career Center for assistance in preparing your resume for the competitive job search on the FWS Next Gen Website.
- Methodically review all positions on the FWS Next Gen Website.
- Select a maximum of 5 positions best suited for you, apply and request an interview.
- Schedule a follow up appointment on F.A.S.T. with a FWS staff member when you have been offered a position.

OFF-CAMPUS



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

Below are some of the types of positions that are available:

- After School Program Intern
- Tutor
- Web Development Intern
- Digital Marketing Intern
- Jumpstart Corps Member
- Video Audio Production Assistant
- Business Intern
- Other positions

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.**



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 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."

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

- Go to: BC WebCentral Portal
- Click: Schedule An Appointment under the E-Services Tab
- Click: Financial Aid Specialists Tool (F.A.S.T.)
- Click: Federal Work-Study (FWS) Placement or Federal Work-Study (FWS) Inquiry
- 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 and the number will come up as restricted on your phone.

FORMS TO BE COMPLETED

- On the Brooklyn College website, select
 - "Current Students" > "Financial Aid" > "Forms"
- 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.

Federal Direct Loans

NOTE: You must be registered for at least six credits to request a direct loan.

- + 2020-21 (Summer 2020, Fall 2020, and Spring 2021)
- + Online Loan Counseling, Repayment, and Loan History

Federal Work-Study (FWS)

- + Information and Forms for FWS Supervisors

- FWS Program Information and Forms for Students

- › Notice to Students Offered FWS (pdf)
- › FWS Program Orientation for Students (pdf)

The forms below are printable:

- › FWS Payroll Schedule (pdf)
- › Form I-9 (pdf) (External link to USCIS for Form I-9 PDF and instructions)
- › Form W-4 (pdf) (External link to IRS for Form W-4)
- › Form IT-2104 and IT-2104-E(pdf) (External Link to NY State Dept. of Taxation and Finance for forms IT-2140 and IT2104-E)
- › Federal Work-Study (FWS) Fact Sheet and Placement Form (online)
- › Federal Work-Study (FWS) I-9 Document Upload Form (online)
- › Notice and Acknowledgement of Pay Rate and Payday Under Section 195.1 of the New York State Labor Law - Notice for Hourly Rate Employees
- › Family Educational Rights and Privacy Act (FERPA) Release Form

FORMS TO BE COMPLETED (CONTINUED)

- To apply for jobs, the following forms need to be completed:
 - Federal Work-Study (FWS) Fact Sheet and Placement Form (online)
 - The login information is your BC WebCentral login
 - Form W-4 Employee's Withholding Allowance Certificate
 - One of either Form IT-2104 or IT-2104 E
 - 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

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

1. 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.
2. Download the form as a PDF and fill out and sign electronically.

PLACEMENT PROCEDURES

- Students firstly have to upload and submit the Fact Sheet and Placement forms.
- Students will then receive an email acknowledging that the forms were received and are being reviewed.
- If the forms are incomplete or if there is anything missing on the forms, students will receive a “returned” email which indicates what needs to be revised.
- When student receives an email confirming the accuracy of the submitted forms, they can now apply to jobs on bcfws.studentemployment.ngwebsolutions.com

PLACEMENT PROCEDURES

- Once you have received the email to begin your job search, follow these steps. Go to the NextGen website (bcfws.studentemployment.ngwebsolutions.com). Click on “Applicants and Employees” and click on the “**Find a Job**” link.
 1. Select “**FWS On-Campus Jobs**” or “**FWS Off-Campus Jobs**”.
 2. Read the disclaimer and click “I agree” to continue.
 3. Click on the “**Job Title**” for the job that you are interested in to view the “**Job Details**”.
 4. Methodically review available FWS job listings.
- Select positions that interest you – be sure you are able to meet the qualifications and perform the job duties listed.
- 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.
- 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 the 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

*NOTE: As a reminder all positions are remote.

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 Next Gen: JobX system.
- Next, both the student and the supervisor must complete their sections of the Form I-9 in a way that the student can upload the completed form to Dynamic Forms.

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 unexpired 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”

FORM I-9: STEPS TO FOLLOW FOR STUDENT

Step 1: Fill out page 1 of the Form I-9. Complete all sections. Please note:

- Fill in “Date of Birth” using the format as indicated (mm/dd/yyyy)
- Make sure to indicate your citizenship status by using a checkmark in one of the boxes 1-4.
- Make sure you sign and fill in “Today’s Date” using the format indicated (mm/dd/yyyy)




Step 2: Schedule an appointment with the FWS supervisor in order to verify the unexpired supporting document(s) listed on Page 3.

Step 3: Present the completed form to your FWS supervisor along with any unexpired supporting document(s) listed on Page 3.

1. Either one item from List A **or**;
2. one item from List B + one item from List C

Step 4: After your supervisor completes their portion of the Form I-9 submit all 3 pages including your supporting documentation to the Dynamic Forms link named Federal Work-Study (FWS) I-9 Document Upload Form (online) located on the Brooklyn College website under Financial Aid Forms.

<https://www.brooklyn.cuny.edu/web/about/offices/financial/forms.php>

|  Employment Eligibility Verification Form I-9 Department of Homeland Security U.S. Citizenship and Immigration Services | | USCIS Form I-9 OMB No. 1615-0047 Expires 10/31/2022 |
|---|--|--|
| <p>▶ 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.</p> <p>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.</p> | | |
| <p>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.)</p> | | |
| Last Name (Family Name) _____ | | First Name (Given Name) _____ |
| Address (Street Number and Name) _____ | | Middle Initial _____ Other Last Names Used (if any) _____ |
| Date of Birth (mm/dd/yyyy) _____ | | Apt. Number _____ City or Town _____ State _____ ZIP Code _____ |
| U.S. Social Security Number _____ [][] - [][] - [][][][] | | Employee's E-mail Address _____ Employee's Telephone Number _____ |
| <p>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.</p> <p>I attest, under penalty of perjury, that I am (check one of the following boxes):</p> | | |
| <p><input type="checkbox"/> 1. A citizen of the United States</p> <p><input type="checkbox"/> 2. A noncitizen national of the United States (See instructions)</p> <p><input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____</p> <p><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> | | |
| <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: _____ OR 2. Form I-94 Admission Number: _____ OR 3. Foreign Passport Number: _____ Country of Issuance: _____</p> | | <p>QR Code - Section 1 Do Not Write in This Space</p> |
| Signature of Employee _____ | | Today's Date (mm/dd/yyyy) _____ |
| <p>Preparer and/or Translator Certification (check one):</p> <p><input type="checkbox"/> I did not use a preparer or translator. <input type="checkbox"/> 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.)</p> <p>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.</p> | | |
| 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 _____ |
| <p style="text-align: center;">  Employer Completes Next Page  </p> | | |
| <p>Form I-9 10/21/2019 Page 1 of 3</p> | | |

FORM I-9: STEPS TO FOLLOW FOR SUPERVISOR

Step 1: The student should complete the employee information from Section 1 before the supervisor completes Section 2:

- Complete student's last name, first name, and Citizenship Status using numbers 1-4 from page 1.


Step 2: Complete Section 2 on page 2 using the unexpired supporting document(s) presented by the student.

1. One item from List A **or**;
2. One item from List B + one item from List C
3. Fill in Expiration Date as indicated (mm/dd/yyyy)
4. If documents were reviewed remotely, the following note must be added under Additional Information under Section 2:
 - a. *Remote Inspection Completed on (Include Date)*

Step 3: Fill in your information as the employer under the “**Certification**” section.

- Do not fill in employee's first date of employment
- Do not fill in Section 3: Reverification and Rehires

Step 4: Return the completed filled out Form I-9 to the student for it to be uploaded to Dynamic Forms via the Brooklyn College website.

|  Employment Eligibility Verification Department of Homeland Security U.S. Citizenship and Immigration Services | | USCIS Form I-9 <small>OMB No. 1615-0047 Expires 10/31/2022</small> | |
|--|--|--|---|
| Section 2. Employer or Authorized Representative Review and Verification <small>(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.")</small> | | | |
| 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 <div style="border: 1px solid black; height: 100px; width: 100%;"></div> | |
| Issuing Authority | | | |
| Document Number | | | |
| Expiration Date (if any) (mm/dd/yyyy) | | | |
| Document Title | | OR Code - Sections 2 & 3 Do Not Write In This Space | |
| 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): _____ <small>(See instructions for exemptions)</small> | | | |
| 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 <small>(To be completed and signed by employer or authorized representative.)</small> | | | |
| A. New Name (if applicable) | | B. Date of Rehire (if applicable) | |
| Last Name (Family Name) | | First Name (Given Name) | Middle Initial |
| | | Date (mm/dd/yyyy) | |
| 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. | | | |
| 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 |

FORM I-9: LIST OF ACCEPTABLE DOCUMENTS

The third page of Form I-9 shows which supporting documents are acceptable when filling out section 2. Documents must be:

1. One item from List A **or**;
2. One item from List B + one item from List C

Examples:

- The U.S. Passport is an acceptable document for LIST A.
- A Driver's License or state picture ID, or school 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!****

| 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 |
| 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 |
| 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 |
| 4. Employment Authorization Document that contains a photograph (Form I-766) | | 4. Voter's registration card |
| 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 |
| | | 6. Military dependent's ID card |
| | | 7. U.S. Coast Guard Merchant Mariner Card |
| | | 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 |
| | | 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. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) |
| | | 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. Native American tribal document |
| | | 5. U.S. Citizen ID Card (Form I-197) |
| | | 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) |
| | | 7. Employment authorization document issued by the Department of Homeland Security |

Examples of many of these documents appear in the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.

WHEN CAN I START WORKING?

- Students must make an appointment to submit their Notice and Acknowledgement of Pay Rate and Payday form (formerly referred to as the Labor Form) in order to finalize their placement.
- 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 have received 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 are 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 their 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 worked. Students can work a maximum of 20 hours per week. If a different maximum applies it will be stated on the hire approval email.
- 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.
- You must stop work immediately if you drop below 6 credits, withdraw, take a leave of absence, or are academically dismissed from school. Inform your supervisor and the FWS staff.
- 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. If a different maximum applies it will be stated on the hire approval email.

- 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 both federal, state, and city 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 an 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) 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 email once we verify your identity.
 - **Students are required to retain a copy of all timesheets and check stubs for future reference.**

FWS PAYROLL PROCEDURES

Ms. Jennifer Clarke
FWS Payroll Assistant
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.

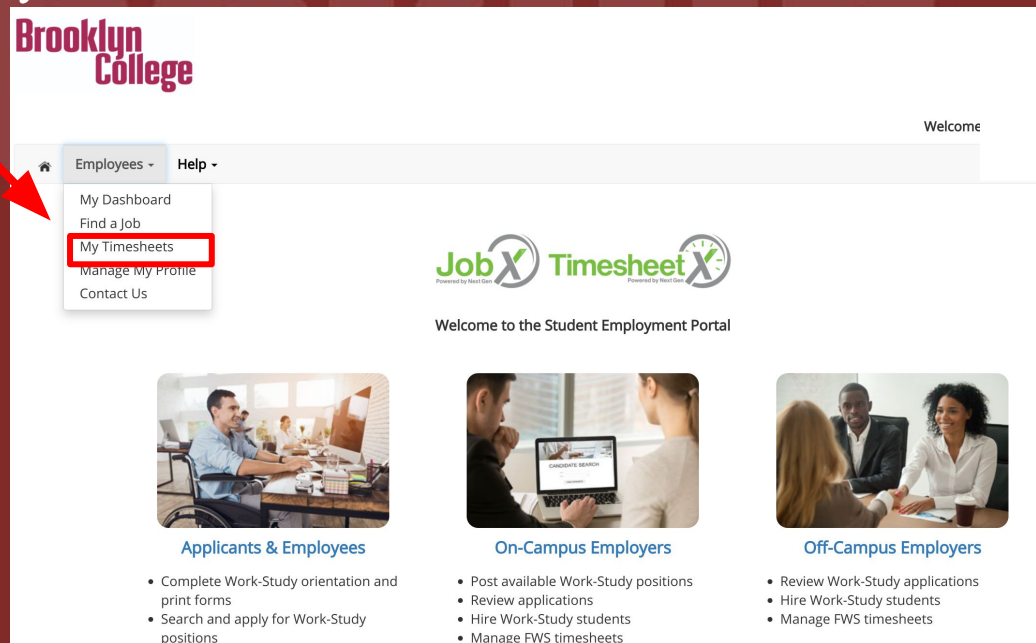
FWS PAYROLL PROCEDURES (CONTINUED)

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 a different maximum applies it will be stated on the hire approval email.
- Students must take a **minimum half hour break after the 6th 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 the 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 timesheet, go to the NextGen website at bcfws.studentemployment.ngwebsolutions.com
- Click on “Applicants & Employees”
- Click on “Employees” dropbox
- Click on “My Timesheets”



Brooklyn College


Welcome

Employees ▾ Help ▾

- My Dashboard
- Find a Job
- My Timesheets**
- Manage My Profile
- Contact Us

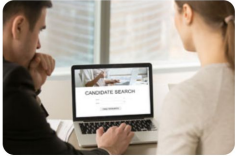
JobX Timesheet
Powered by Next Gen

Welcome to the Student Employment Portal




Applicants & Employees

- Complete Work-Study orientation and print forms
- Search and apply for Work-Study positions



On-Campus Employers

- Post available Work-Study positions
- Review applications
- Hire Work-Study students
- Manage FWS timesheets



Off-Campus Employers

- Review Work-Study applications
- Hire Work-Study students
- Manage FWS timesheets

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: Self Service > Campus Finances > Manage My Direct Deposit
 - 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
- Click on “Human Capital Management”
- Click on “Self Service” > “Payroll Compensation” > “View Work Study Paycheck”
- Select the appropriate paycheck to reviews wages and tax breakdowns

FEDERAL WORK-STUDY EARNINGS: FORM W-2

- What is a Form W-2?
 - A Form W-2 is issued to an employee at the beginning of the following calendar 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, W-2 can be viewed on your CUNYfirst account):
 - Self-Service -> Payroll and Compensation -> 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 (CONTINUED)

- At the beginning of the following 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 CUNYfirst at the beginning of the following calendar year by navigating to:
 - Self Service -> Payroll and Compensation -> 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 and hire approval email 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

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