

Federal Work-Study Program Announcement

We are excited to announce that preparations are being made for the FWS Program for the new academic year. There is now a separate e-mail box for FWS supervisor communications, which is FWSsupervisor@brooklyn.cuny.edu. Your inquiries should be sent to this e-mail address going forward. The mailbox FWS@brooklyn.cuny.edu will still be active for students to submit their inquiries. FWS supervisors may now submit their job description(s) for in person work for FWS students. FWS supervisors will receive an e-mail once the job description has been posted or notification if follow up will be required. Please note that there are more jobs available than student applicants, therefore, there is not a guarantee that the position will be filled. A PowerPoint presentation is available to provide step-by-step guidance on how to list positions on NextGen: JobX system (<https://bcfws.studentemployment.ngwebsolutions.com/>). On JobX select “+Add a Job” to create all job descriptions for the new academic year.

FWS offers have been made to students which they can view on their CUNYfirst account. Unaccepted FWS offers will be cancelled and new offers will be made to other students during the upcoming months. Students who are not offered FWS by the 2nd week of August can consider filing an appeal request form via our Dynamic Forms system.

Please note the following:

- FWS students may not replace regular Brooklyn College employees.
- FWS student employees may not work during scheduled class time indicated on CUNYfirst. No exceptions even if a class session is cancelled.
- FWS supervisor must obtain the student’s CUNYfirst class schedule and monitor enrollment during the employment period.
- FWS students may assist the regular Brooklyn College employees without direct access to confidential computer systems.
- FWS students should not be given the password to any of your official office/business accounts.
- FWS students should not be given keys to the job site and must be supervised.
- FWS students may not be paid under the FWS Program if the job site is already paying them for the same work hours from another payroll source.
- FWS students may not begin work and have time sheets submitted for payment until the placement process is completed and both you and the student receive the “hire approval” e-mail. The hire approval e-mail will indicate the approved start date for work.

Note: Your job site will be responsible for payment of wages if student works prior to their approved FWS hire date. Retain a copy of all forms with other placement and payroll documents for your records for a minimum of five years.

There will be early placement opportunities for continuing students during July. The dates will be announced and additional information about the FWS Program will be forthcoming.