



FEDERAL WORK-STUDY

ORIENTATION FOR STUDENTS

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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 **best way** to contact us at this time is via **e-mail**.

Email:

fws@brooklyn.cuny.edu

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.

All forms required for the FWS placement process 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](#)

Navigation

- On the Brooklyn College website, select "Admissions & Aid" > "Financial Aid and Scholarships" > "Financial Aid Resources and Forms". The forms you will need to fill out are listed under the “FWS Placement Forms” section under the “Federal Work-Study (FWS)” heading.

FEDERAL WORK-STUDY (FWS)

Information and Forms for FWS Supervisors

- [FWS Program Information for Supervisors \(PDF\)](#)
- [FWS Program Orientation for On-Campus Supervisors \(PDF\)](#)
- [FWS Program Orientation for Off-Campus Supervisors \(PDF\)](#)
- [Responsibilities of Federal Work-Study \(FWS\) Supervisors Form \(DF\)](#)
- [FWS Payroll Schedule \(PDF\)](#)

FWS Program Information for Students

- [Notice to Students Offered FWS \(PDF\)](#)
- [FWS Orientation for Students \(PDF\)](#)
- [Federal Work-Study FAQ](#)

FWS Placement Forms

- [Federal Work-Study Appeal Request \(DF\)](#)
- [Form I-9 \(PDF\)](#)
- [Form W-4 \(PDF\)](#)
- [Form IT-2104 \(PDF\)](#)
- [Notice and Acknowledgement of Pay Rate and Payday Under Section 195.1 of the New York State Labor Law—Notice for Hourly Rate Employees \(PDF\)](#)
- [FWS Fact Sheet and Placement Form \(DF\)](#)
- [FWS I-9 Document and New York State Acknowledgment Upload Form \(DF\)](#)

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).

ADDITIONAL ASSISTANCE

- Phone: (718)951-5051
- Virtual Financial Aid Office
- Email: fws@brooklyn.cuny.edu

TO BE CONSIDERED FOR A FEDERAL 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](#)
- **Not all** students who file their FAFSA are **offered FWS funds**.
- **Complete** your “**To Do List**” on your **CUNYfirst** account. An outstanding item on your CUNYfirst “To Do List” can prevent ability to participate in the Federal Work-Study Program
- Meet Federal and CUNY eligibility criteria.

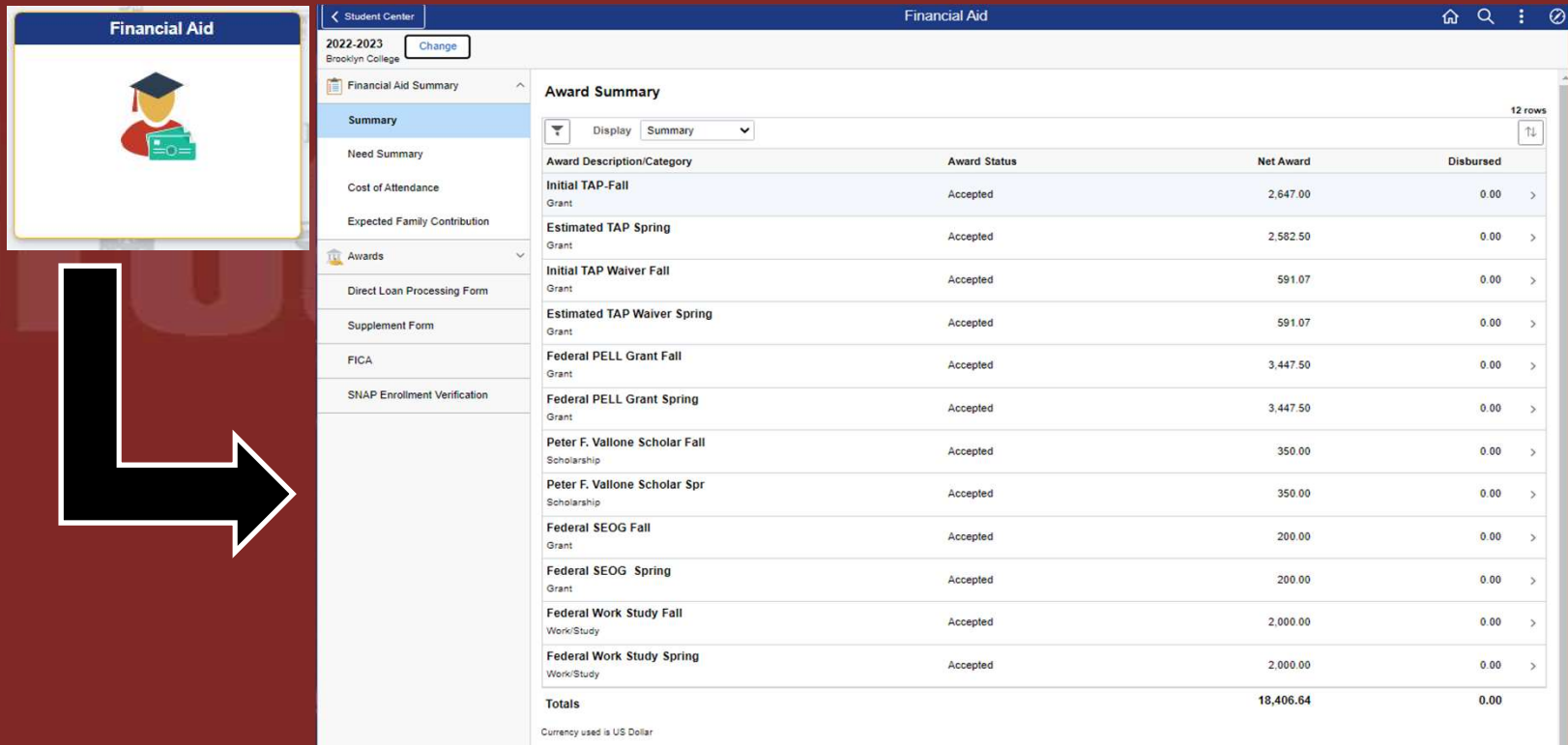
TO ACCEPT THE FEDERAL WORK-STUDY OFFER (PART 2)

- Students with an **FWS offer** can view that information on their **CUNYfirst** account. You must **ACCEPT THE FWS OFFER(S)** 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 accepting the FWS offer(s) on CUNYfirst
 - required completion date of **job placement**.

TO ACCEPT THE FEDERAL WORK-STUDY OFFER (CONTINUED)

➤ Accept the Federal Work-Study offer:

- Login to your CUNYfirst account
- Select “Student Center”
- Click Financial Aid



The screenshot displays the CUNYfirst Financial Aid interface. On the left, a sidebar menu shows options like Summary, Need Summary, Cost of Attendance, Expected Family Contribution, Awards, Direct Loan Processing Form, Supplement Form, FICA, and SNAP Enrollment Verification. A large black arrow points from the 'Financial Aid' icon in the sidebar to the main content area. The main content area shows the 'Award Summary' table for the 2022-2023 academic year at Brooklyn College. The table lists various awards, their statuses, net amounts, and disbursement amounts. A total row at the bottom shows a net award of 18,406.64.

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

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 **CANCELLATION** of 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
Totals			18,406.64	18,406.64

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 on your CUNYfirst “To Do List” can prevent ability to participate in the Federal Work-Study Program

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 as appeared on CUNYfirst 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. 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.

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 job 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 about 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”**

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.

FORMS TO BE COMPLETED

➤ To apply for jobs, the following forms need to be completed:

- **Federal Work-Study (FWS) Fact Sheet and Placement form**

- The login information is your BC WebCentral login
- Form **W-4** Employee's Withholding Allowance Certificate (found on the third page of the Fact Sheet and Placement form in Dynamic Forms)
- One of either **Form IT-2104 or IT-2104E** (found on the third page of the Fact Sheet and Placement forms in Dynamic 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 form 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**.

FORMS TO BE COMPLETED

- On the Brooklyn College website, select "Admissions & Aid" > "Financial Aid and Scholarships" > "Financial Aid Resources and Forms". The forms you will need to fill out are listed under the “FWS Placement Forms” section under the “Federal Work-Study (FWS)” heading.

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- [Form I-9 \(PDF\)](#)
- [Form W-4 \(PDF\)](#)
- [Form IT-2104 \(PDF\)](#)
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- [FWS I-9 Document and New York State Acknowledgment Upload Form \(DF\)](#)

HOW TO MAKE AN INQUIRY

Enrollment Services Center (Lobby of the West Quad Building)

Phone: (718)951-5051

Virtual Financial Aid Office

Email: fws@brooklyn.cuny.edu

PLACEMENT PROCEDURES

- Students will need to complete the **Fact Sheet and Placement form**
- Student will **receive an email** that the forms were received
- FWS staff will **review** the uploaded forms in the order they were received to **confirm** they were properly completed and next steps
- 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 the student will need to take prior to applying 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). Click on “**Applicants and Employees**” and click on the “**Find a Job**” link.
 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.
 5. 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 all 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.

Dynamic Form - How to Check the Status of My Forms



My Forms ▾



Welcome to Dynamic Forms

Let's get started, Yi.

The Federal Work-Study (FWS) Fact Sheet and Placement form needs to be completed.

Complete This Form

You can check back here anytime to view your Pending / Draft Forms and review your completed Forms History.

Thank you for using Dynamic Forms!

Second way to view the status of your submitted forms

My Forms ▾



Pending / Draft Forms

Forms I'm Copied On

Forms History

Click 'Pending / Draft Forms' to View your Forms.

Click 'Forms History' to view the status of all the submitted forms.

Pending / Draft Forms



My Forms ▾



Search

All Fields & Participants Search For...



Pending / Draft Forms

Form Name	Status	Description	Date	PDF	HTML	Action
2023-2024 Federal Work-Study (FWS) 1-9 Document and NY State Acknowledgement Upload Form	Multi-Pending	Started By: Student	Signature Request Date: 8/28/2023 11:33:47 AM			Action ▾
2022-2023 Federal Direct Loan Change	Returned	Returned By: Loan Specialist	Returned Date: 8/24/2023 10:02:00 AM			Action ▾
Federal Work-Study (FWS) Fact Sheet and Placement Federal Work-Study	Returned	Returned By: FWS Staff	Returned Date: 8/23/2023 12:52:45 PM			Action ▾
Federal Work-Study (FWS) Fact Sheet and Placement Federal Work-Study	Returned	Returned By: FWS Staff	Returned Date: 8/19/2023 1:31:36 PM			Action ▾
Federal Work-Study (FWS) Appeal Request	Returned	Returned By: FWS Staff	Returned Date: 8/9/2023 10:58:39 AM			Action ▾

1 - 5 of 5 items

Forms History



My Forms ▾


















Search 

All Fields & Participants Search For...



☐ Include archived forms

Forms History

Form Name	Status	Form Started By	E-Signed Date	PDF	HTML	Audits
2023-2024 Federal Direct Loan Change	Processed	Student	7/30/2023 10:28:07 AM			
2023-2024 Federal Work-Study (FWS) I-9 Document and NY State Acknowledgement Upload Form	Multi-Pending	Student	7/18/2023 12:45:16 PM			
Federal Work-Study (FWS) Fact Sheet and Placement	Processed	Student	7/11/2023 11:54:09 AM			
Federal Work-Study (FWS) Appeal Request	Processed	Student	7/11/2023 11:08:33 AM			
Federal Work-Study (FWS) Appeal Request	Processed	Student	7/11/2023 11:06:35 AM			

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
- Computer Labs

These are only **some** of the possibilities. After submission and approval 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

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.**



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

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 then complete their section of Form I-9.
- **The supervisor **MUST** complete their section of **Form I-9**.**
 - Student **MUST** provide the required original and unexpired documents to the supervisor.
 - Supervisor **MUST** retain the original Form I-9 and a copy of the documents;
 - Supervisor **MUST** give the student a copy of the Form I-9 and copy of the documents
 - The completed Form I-9 with appropriate documents must be uploaded to the link that is available on the Brooklyn College Website, "FWS I-9 Document and New York State Acknowledgment Upload Form (DF)"

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 “Section 1” of 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 29.**

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

Important Steps to Follow

FWS I-9 Document and New York State Acknowledgment Upload Form (DF)

- Student fills out Section 1 of Form I-9
- Student provides required original and unexpired documents to Supervisor(s)
- Supervisor fills out Section 2 of Form I-9
- Supervisor makes copy of completed Form I-9 and supporting documents
- Supervisor retains original Form I-9 and copy of supporting documents
- Supervisor gives student copy of completed Form I-9 and copy of supporting documents
- Student uploads copy of completed Form I-9 and copy of supporting documents PLUS completed “ [Notice and Acknowledgement of Pay Rate and Payday Under Section 195.1 of the New York State Labor Law—Notice for Hourly Rate Employees \(PDF\)](#) ” (This form is completed by the student.)
- FWS Staff will review and complete the ‘Preparer’s Name and Title’ plus add your “start date”
- FWS Staff will upload the completed Acknowledgement of Pay Rate and Payday form for you to access and retain a copy of the completed form (refer to the confirmation email for more details) as part of the processing of your submission
- Student will receive an email when the upload is reviewed by the FWS staff



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

USCIS
Form I-9
OMB No. 1615-0047
Expires 07/31/2026

START HERE: Employers must ensure the form instructions are available to employees when completing this form. Employers are liable for failing to comply with the requirements for completing this form. See below and the **Instructions**.

ANTI-DISCRIMINATION NOTICE: All employees can choose which acceptable documentation to present for Form I-9. Employers cannot ask employees for documentation to verify information in **Section 1**, or specify which acceptable documentation employees must present for **Section 2** or Supplement B, Reverification and Rehire. Treating employees differently based on their citizenship, immigration status, or national origin may be illegal.

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 (if any)	Other Last Names Used (if any)
Address (Street Number and Name)		Apt. Number (if any)	City or Town	State	ZIP Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number	Employee's Email Address		Employee's Telephone Number	
<p>I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.</p> <p>Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions.):</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 (Enter USCIS or A-Number.)</p> <p><input type="checkbox"/> 4. A noncitizen (other than Item Numbers 2. and 3. above) authorized to work until (exp. date, if any)</p> <p>If you check Item Number 4., enter one of these:</p> <p>USCIS A-Number OR Form I-94 Admission Number OR Foreign Passport Number and Country of Issuance</p> <p>Signature of Employee Today's Date (mm/dd/yyyy)</p> <p>If a preparer and/or translator assisted you in completing Section 1, that person MUST complete the Preparer and/or Translator Certification on Page 3.</p>					

Section 2. Employer Review and Verification: Employers or their authorized representative must complete and sign Section 2 within three business days after the employee's first day of employment, and must physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box; see Instructions.

Document Title 1	List A	OR	List B	AND	List C
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Document Title 2 (if any)					
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Document Title 3 (if any)					
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
<p>Additional Information</p> <p><input type="checkbox"/> Check here if you used an alternative procedure authorized by DHS to examine documents.</p> <p>Certification: I attest, under penalty of perjury, that (1) I have examined the documentation presented by the above-named employee, (2) the above-listed documentation appears 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.</p> <p>First Day of Employment (mm/dd/yyyy):</p> <p>Last Name, First Name and Title of Employer or Authorized Representative Signature of Employer or Authorized Representative Today's Date (mm/dd/yyyy)</p> <p>Employer's Business or Organization Name Employer's Business or Organization Address, City or Town, State, ZIP Code</p>					

For reverification or rehire, complete Supplement B, Reverification and Rehire on Page 4.

LISTS OF ACCEPTABLE DOCUMENTS

All documents containing an expiration date must be unexpired.

* Documents extended by the issuing authority are considered unexpired.

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

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

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 an individual temporarily authorized to work for a specific employer because of his or her status or parole: 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 individual's status or parole 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. 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		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		For examples, see Section 7 and Section 13 of the M-274 on uscis.gov/i-9-central .
		9. Driver's license issued by a Canadian government authority		The Form I-766, Employment Authorization Document, is a List A, Item Number 4, document, not a List C document.
		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		
Acceptable Receipts May be presented in lieu of a document listed above for a temporary period. For receipt validity dates, see the M-274.				
• Receipt for a replacement of a lost, stolen, or damaged List A document. • Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual. • Form I-94 with "RE" notation or refugee stamp issued to a refugee.	OR	Receipt for a replacement of a lost, stolen, or damaged List B document.		Receipt for a replacement of a lost, stolen, or damaged List C document.

*Refer to the Employment Authorization Extensions page on [I-9 Central](https://uscis.gov/i-9-central) for more information.

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 Hire Approval Email** along with the **start date** 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. ([Click here](#))
- **Students may not work as an FWS employee without following the required procedures and receiving the hire approval email which will indicate the start date.**

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 benefits.
- **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.
 - **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

- 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.
- Student should review their time sheet each work day to verify your supervisor has entered the hours worked.

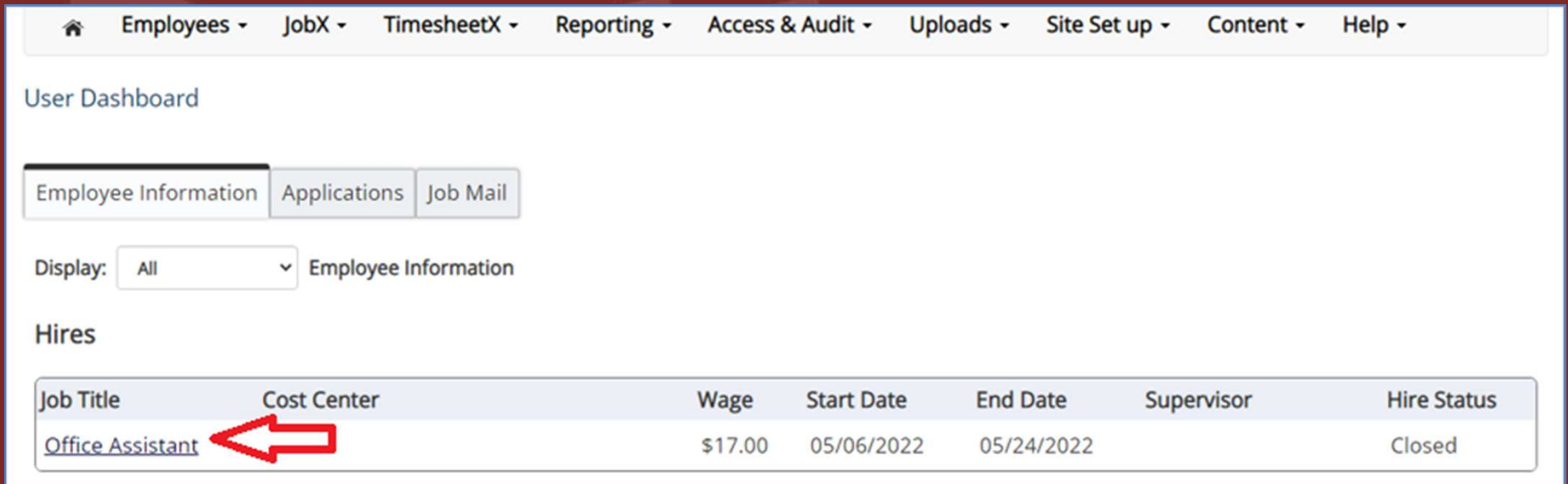
FWS PAYROLL PROCEDURES (CONTINUED)

Work Schedules:

- 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.
- 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**.
- Due to current budget funds may **NOT** be available **to increase FWS offers**. Inquiries can be made by contacting the FWS staff by e-mail.
- 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



The screenshot shows the 'User Dashboard' of the NextGen website. The top navigation bar includes links for Employees, JobX, TimesheetX, Reporting, Access & Audit, Uploads, Site Set up, Content, and Help. Below the navigation bar, there are three tabs: Employee Information, Applications, and Job Mail. The 'Employee Information' tab is selected. Below the tabs, there is a 'Display:' dropdown menu set to 'All' and a link to 'Employee Information'. The 'Hires' section contains a table with the following data:

Job Title	Cost Center	Wage	Start Date	End Date	Supervisor	Hire Status
Office Assistant		\$17.00	05/06/2022	05/24/2022		Closed

A red arrow points to the 'Office Assistant' link in the 'Job Title' column.

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)

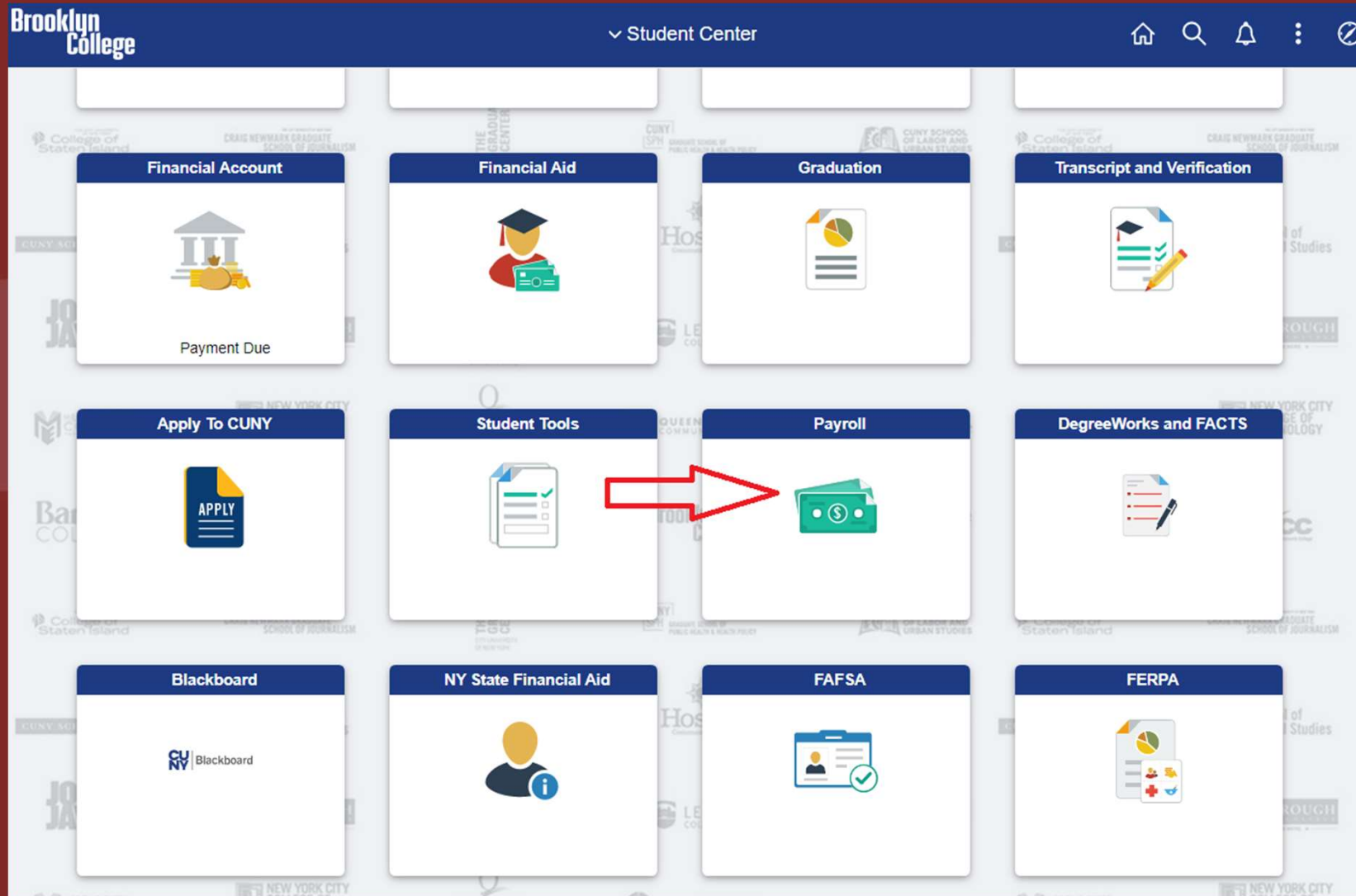
Take note:

- 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

How To View Pay Stub On CUNYfirst



FEDERAL WORK-STUDY EARNINGS: FORM W-2

➤ What is a Form W-2?

- A Form W-2 is issued to an employee indicating wages earned and other related information for a specific calendar year.

➤ 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)

- CUNY will generate a Form W-2 reflecting your FWS earnings paid for the 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 beginning of the following calendar year by navigating to:
 - Payroll -> View Work-Study W-2/W-2c Forms
- All wages paid in the specific 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.**
- Note: Last of work for each semester will be indicated on the FWS Payroll Schedule

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

Telephone: 718.951.5696

Location: 1303 James Hall

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

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 Academic Progress (SAP) Standards for Title IV Financial Aid
- [Click here to visit the Brooklyn College Financial Aid Website](#)