

FEDERAL WORK-STUDY ORIENTATION FOR OFF-CAMPUS SUPERVISORS

Brooklyn
College
The City
University
of New York

Table of Contents

I. Introduction-----	3
II. FWS Program Mission-----	4
III. Benefits to FWS Supervisor and Job Site-----	5
IV. How Does A Student Receive A Federal Work-study Offer-----	6
V. FWS Supervisor Responsibilities -----	7
VI. Procedures for Approved Off-Campus Supervisors-----	8
VII. Placement Process and Procedures-----	9-12
VIII. Form I-9 Information-----	13-17
IX. Notice of Acknowledgment of Pay Rate and Payday form-----	18
X. When Can a Student Start Work-----	19
XI. Payroll Procedures-----	20-22
XII. Summary-----	23

Federal Work-Study Information Session

Welcome to the Federal Work-Study (FWS) Information Orientation Off-Campus Supervisors

* Please be advised that supervisors will be required to complete the *Responsibilities of Federal Work-Study (FWS) Supervisors* form.

Off-Campus Supervisors with Federal Work-Study Program inquiries are encouraged to email for assistance.

Note: Submission of a job description does not guarantee placement of a student.

E-mail: FWSsupervisor@brooklyn.cuny.edu

FWS: Program Mission

The Federal Work-Study Program accomplishes several functions.

- It serves as a source of financial assistance for students
- It offers a training ground where students can work and gain valuable experience
- It helps a student build their resume
- It establishes valuable networking skills for students
- 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)

Benefits to FWS Supervisors & Job Site

- Additional staff for your job site
- Opportunity to train, mentor, and prepare our students for future employment

HOW DOES A STUDENT RECEIVE A FEDERAL WORK-STUDY OFFER?

- **Students need to apply for FWS by completing the Free Application for Federal Student Aid (FAFSA) available online. They should apply early because funds are offered on the basis of financial need and are allocated on a first-come,first-serve basis.**
- –Refer to FATVfor information on when students can file a FAFSA application
<http://www.brooklyn.cuny.edu/web/about/offices/financial/fatv.php>
- **Meet Federal and CUNY eligibility criteria.**
- **The FWS offer will appear on the student's CUNYfirst account. The Students must accept the FWS offer on their 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 students may not be able to accept the FWS offer or have access to the initial offer.**
- **Complete their “ToDo List” on their CUNYfirst account. An outstanding item can prevent participation in the FWS Program.**
- **To avoid cancellation of their FWS offer they must adhere to the deadline date for accepting the offer and job placement.**

FWS Supervisor Responsibilities

- Direct supervision and training of Federal Work-Study employees by the approved FWS supervisor(s).
- Ensure FWS students are not allowed to perform personal errands.
- The supervisor be liable if the student incurs an injury while performing the errand.
- FWS students working on-campus are not covered by worker's compensation.
- Job descriptions should not include the following duties:
 - No heavy lifting
 - No handling of dangerous equipment or hazardous materials
 - No janitorial duties
- If a student does not report for work, contact the student.
- Discuss attendance and office policies.
- Send an official letter via e-mail to the FWS Office at FWSsupervisor@brooklyn.cuny.edu if student chooses not to continue working with the program/your job site.
- Send an e-mail to FWS staff if student stops working in the middle of the term, and the supervisor cannot get in contact with the student. Copy student on the e-mail.
- Supervisor must be knowledgeable of CUNY Board Policy Against Sexual Harassment.

Procedures for Approved Off-Campus Supervisors

Supervisors whose job descriptions have been approved by Ms. Hilton (Central Office) may proceed as follows:

- 1) Go to the [NextGen website](#) to request access
 - Click on Off-Campus Employers
 - Click on Request Login
 - Fill out all required fields. Indicate an employer and job title
 - Send an e-mail to FWSsupervisor@brooklyn.cuny.edu for additional assistance as needed
- 2) After approval, log into your account to create the job description (the information should match the job description approved by Ms. Hilton)
 - Click on Off-Campus Employers
 - Click on JobX Login
 - At the top, click the blue button that says “+Add A Job”
 - For additional information, review PowerPoint #2 listed [here](#)

Placement Process and Procedures: Eligible Students

Each student must fill out and submit the following forms via DynamicForms:

- Federal Work-Study (FWS) Fact Sheet and Placement forms
 - Form W-4
 - Form IT-2104 or IT-2104E
- Form I-9 with copy of supporting documents **and** Notice and Acknowledgement of Pay Rate and Payday Under Section 195.1 of the New York State Labor Law- Notice for Hourly Rate Employees.

Additional FWS Placement Procedures

- Upon confirmation that all forms have been accurately submitted, students will be notified to log into JobX and begin applying for a position.
- Supervisors will receive student's information and resume, if attached, on JobX and approve or decline the student's application. If approved, please contact the student to schedule an interview. If an application has not been responded to within one week, students may contact you about an update or apply to other positions.
- Discuss qualifications for position and time available to work.
- Students and supervisors are responsible for tracking the utilization of hours worked and hours remaining based on stipulated FWS funding.
- Discuss and establish work schedule that will not conflict with student's class schedule (indicated on CUNYfirst). Students are not allowed to work even if a class session is cancelled.
- Students must have a reasonable work schedule that aligns with the job site's hours of operation. Supervisors should not schedule students to work late into the night or before 8 a.m. if the job site is not usually open at that time.

Decision to Hire Student

- Additional information on the hiring process will be listed on the NextGenOff-Campus Employer Home Page.
 - The actual hiring process initiated by the FWS supervisor will occur on the NextGen JobX website.
 - Final approval will be in the form of an e-mail to the supervisor and student from the Financial Aid Office/FWS staff.
- **Students may not work as an FWS employee without following the required procedures and receiving the hire approval e-mail with the specific start date.**

** Supervisors should obtain a copy of student's official class schedule (printed from CUNYfirst) at the time of hire. Always ask student to inform you of any changes made to their class schedule and enrollment status. Request an updated copy of their class schedule when enrollment changes. If the student drops below six credits they must stop working immediately. You should notify the FWS payroll assistant immediately of the change in enrollment and ineligibility for the student to work.

Decision Not to Hire Student

- If you decide not to hire the student, reject the applicant on JobX.
- Go to JobX Home and click on the applicants for the specific job.
- Click the box to the right of the student's name and click “Reject Applicants”.
- Students who are not selected for your position will have to go back to JobX to search for other available jobs.
- Provide timely feedback of this decision to students.

Next Step: Employment Eligibility Verification- FORM I-9

- Individuals seeking employment in the United States of America must fill out Form I-9.
- Review a copy of the form and acceptable unexpired documents in the following slides.
- Student presents to supervisor the completed section 1 of page 1 of the Form I-9 with current supporting original documents.
- FWS supervisor completes section 2 of page 1, makes a copy of the form, and supporting documents. Supervisor retains original form & copy of document for their files.
- Copy of the form and documents are given to the student to upload in Dynamic Forms for FWS staff to review and process.

FORM I-9: Employment Eligibility Verification

Students must provide you with the required documents in order for you to complete your section after the interview and intent to hire the student

- One document from “List A”

or

- One document from both “List B” and “List C”

[Instructions on how to fill out Form I-9 can be found by clicking here](#)

FWS supervisors are to arrange to see the student’s actual documents in person when completing “Section 2” of the Form I-9. The completed Form I-9 and copies of the acceptable unexpired documents must be given to the student to upload in the Dynamic Forms system.

Retain a copy of the Form I-9 plus documents of identification for a minimum of 5 years.



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>			Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions.):			
			<input type="checkbox"/> 1. A citizen of the United States.			
			<input type="checkbox"/> 2. A noncitizen national of the United States (See Instructions.)			
			<input type="checkbox"/> 3. A lawful permanent resident (Enter USCIS or A-Number.)			
<input type="checkbox"/> 4. A noncitizen (other than Item Numbers 2. and 3. above) authorized to work until (exp. date, if any)						
If you check Item Number 4., enter one of these:						
USCIS A-Number		OR	Form I-94 Admission Number		OR	Foreign Passport Number and Country of Issuance
Signature of Employee				Today's Date (mm/dd/yyyy)		

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.

Section 2. Employer Review and Verification: Employees 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)	Additional Information				
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Document Title 3 (if any)	<input type="checkbox"/> Check here if you used an alternative procedure authorized by DHS to examine documents.				
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
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.					
Last Name, First Name and Title of Employer or Authorized Representative				Signature of Employer or Authorized Representative	
Employer's Business or Organization Name				Employer's Business or Organization Address, City or Town, State, ZIP Code	

For reverification or rehire, complete [Supplement B, Reverification and Rehire](#) on Page 4.

Form I-9, Employment Eligibility Verification:

Students are required to complete and sign the upper part, Section 1: Employee Information and Attestation, of the Form I-9.



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>					
Signature of Employee				Today's Date (mm/dd/yyyy)	

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.

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	List A	OR	List B	AND	List C
Document Title 1					
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Document Title 2 (if any)	Additional Information				
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Document Title 3 (if any)					
Issuing Authority					
Expiration Date (if any)					

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.

Last Name, First Name and Title of Employer or Authorized Representative		Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)
Employer's Business or Organization Name		Employer's Business or Organization Address, City or Town, State, ZIP Code	

For reverification or rehire, complete [Supplement B. Reverification and Rehire](#) on Page 4.

Supervisor **MUST** fill out either List A **OR** both List B and List C, using the proper supporting documents.

Leave this field **BLANK** (1st day of work based on submission of all completed placement forms)

Supervisor **MUST** complete the certification, sign, and date Form I-9 in the area shown.

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. 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 For examples, see Section 7 and Section 13 of the M-274 on uscis.gov/i-9-central .
		8. Native American tribal document		The Form I-766, Employment Authorization Document, is a List A, Item Number 4 , document, not a List C 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		
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](#) for more information.

The second page of the Form I-9 shows which supporting documents are acceptable when filling out Section 2.

****All documents containing an expiration date must be unexpired.****

Examples:

- An unexpired 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.

Notice of Acknowledgment of Pay Rate and Payday form

WE ARE YOUR DOL
 Department of Labor

Notice and Acknowledgement of Pay Rate and Payday Under Section 195.1 of the New York State Labor Law Notice for Hourly Rate Employees

1. Employer Information
 Name:
 Brooklyn College, CUNY
 Doing Business As (DBA) Name(s):
 N/A
 FEIN (optional):
 13-161 6880
 Physical Address:
 2900 Bedford Avenue
 Brooklyn, NY, 11210
 Mailing Address:
 Same as above
 Phone: 718-951-5051

2. Notice given:
 At hiring
 Before a change in pay rate(s), allowances claimed or payday

3. Employee's rate of pay:
 \$ _____ per hour

4. Allowances taken:
 None
 Tips _____ per hour
 Meals _____ per meal
 Lodging _____
 Other _____

5. Regular payday: See payroll schedule

6. Pay is:
 Weekly
 Bi-weekly
 Other

7. Overtime Pay Rate:
 \$ N/A per hour (This must be at least 1½ times the worker's regular rate with few exceptions.)

8. Employee Acknowledgement:
 On this day I have been notified of my pay rate, overtime rate (if eligible), allowances, and designated pay day on the date given below. I told my employer what my primary language is.

Check one:
 I have been given this pay notice in English because it is my primary language.
 My primary language is _____, I have been given this pay notice in English only, because the Department of Labor does not yet offer a pay notice form in my primary language.

 Print Employee Name

 Employee Signature

 Date

 Preparer's Name and Title

The employee must receive a signed copy of this form. The employer must keep the original for 6 years.

Please note: It is unlawful for an employee to be paid less than an employee of the opposite sex for equal work. Employers also may not prohibit employees from discussing wages with their co-workers.

LS 54 (09/22)

NOTE: This form should be complete by the student.

Students fill out section 8



Work start date will be indicated here

FWS staff will fill out Preparer's Name and Title

When Can a Student Start Work?

- The student must complete and submit all forms on the Brooklyn College website via Dynamic Forms.
- Students will be submitting copies of the **Notice and Acknowledgement of Pay Rate and Payday Form** (Labor Form) via Dynamic Forms along with the Form I-9 and copies of all supporting documents.
- The student and supervisor will receive an e-mail stating that their hire request has been approved. The student cannot work until they have received the hire approval e-mail from the Federal Work-Study Program Office which will indicate the date they can start work.

FWS Payroll Procedures

Ms. Jennifer Clarke - FWS Payroll Assistant

E-mail: JClarke@Brooklyn.cuny.edu

Copy: fwssupervisor@brooklyn.cuny.edu

- The time sheet will be available online using the TimesheetX feature. All time will be entered by the supervisor.
- Students and supervisors are responsible for tracking the utilization of hours worked and hours remaining.
- Establish a work schedule which will not conflict with student's class schedule. Work schedules should be formulated based on quarter-hour, half-hour or hour intervals.
 - For example: Hour interval: 10:00 – 2:00 or 9:30 – 12:30
 - Half – hour interval: 10:00 – 1:30 or 9:30 – 01:00
 - Quarter-hour interval: 10:00 – 1:45 or 9:30 – 12:45

FWS Payroll Procedures

Work Schedules

- Maximum of 20 hours per week, and minimum of 6 hours per week.
- Time entries should be recorded each work day by the supervisor. TimesheetX has several flags to alert supervisors of holidays, low FWS offer balances and more.
- Students must take a minimum half hour break after the 6th consecutive hour of work.
- Students may not work during class time (refer to your copy of student's class schedule printed from CUNYfirst submitted at the time of hire or updated version based on any program change).
- Students will not be able to work on days when the college is officially closed.
- The FWS supervisor and student should discuss the work schedule to best utilize the FWS offer allocated for each semester. Students may not exceed their fall semester Work-Study offer. Students with an offer for the spring semester may not exceed their offer for spring.
- Monitor student's utilization of their FWS offers. Funds may not be available to increase FWS offers.

***** DO NOT ALLOW STUDENT TO WORK IN EXCESS OF THE FWS OFFER. *****

PAYMENT OF ANY EXCESS EARNINGS AFTER WORK-STUDY FUNDS WERE FULLY UTILIZED OR IF STUDENT NO LONGER QUALIFIES FOR PROGRAM PARTICIPATION IS THE RESPONSIBILITY OF THE DEPARTMENT OR OFFICE OR JOB SITE WHICH PERMITTED THE STUDENT TO CONTINUEWORKING.

FWS Payroll Procedures

- Submission of time sheets:
 - All timesheets are submitted by the FWS supervisor online via TimesheetX.
 - Timesheets are due at the end of each pay period, on Friday. If a student's last day of work is on a Saturday, timesheet is due that same day.

Consequences of missing the timesheet deadline:

- Timesheet will be processed with the next pay period
 - Supervisors must inform students of late payment
 - Can create financial hardship for the student.
- FWS students cannot work days, evenings, weekends, or holidays if the supervisor or designated alternate supervisor will not be present.

Summary

- Retain a copy of the student's official class schedule from CUNYfirst and provide them a written work schedule which will not overlap with their classes.
- Student can start working based on the date indicated on the hire approval email and Notice of Acknowledgment of Pay Rate and Payday form.
- Submit time sheets on TimesheetX. However, supervisors are advised to submit the time sheet on the last day the student works for each pay period. Late submission of timesheets could cause a delay in payment to the student and create financial hardship.
- Keep track of utilization of student's hours. Your job site will be responsible for hours the student works in excess of their stipulated FWS offer.
- Student must maintain at least 6 credits each semester to be eligible to participate in the Federal Work-Study Program. Students may not work if their enrollment drops below 6 credits at anytime. Notice must be given immediately to the FWS supervisor and FWS Payroll Assistant.
- 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.