FWS Placement Steps

Step 1: Accept your award in CUNYfirst! Login to CUNYfirst at https://home.cunyfirst.cuny.edu. Select Student Center. In the Finances section, click Accept/Decline Awards. On the Select Aid Year to View page, click the link for the college and aid year “2018”. You must accept your Federal Work-Study award(s) by checking the “Accept” checkbox for each award. After checking accept or decline, do not forget to hit the SUBMIT button at the bottom of the page. IMPORTANT: If you do not indicate acceptance of your Federal Work-Study, you risk losing the awards. You must accept your award for each semester if you plan to use your full academic year amount!

Step 2: Access the Student Employment website at https://ccny.studentemployment.ngwebsolutions.com. Click on the “Students” link, then select the “Find a Job” link. Choose “On Campus FWS Jobs”, read the disclaimer and click “I agree.” Once you find a job(s) that interests you, click on the box(s) next to “Job Title”. You may apply to multiple jobs at the same time, but can only be hired for one position. Once you have done that, click on “Apply”. You will then be prompted to enter your citymail email username (ex: student000@citymail.cuny.edu, enter “student000” as your login) and your citymail email password. Click “Sign on”.

In order for your placement process to move smoothly, you must have a CCNY (citymail) email account. Access can be obtained at the TECH Center located in the North Academic Center (NAC) 1/301.

Step 3: Complete the online application for the job(s) that you have selected. Be sure to provide all the requested information and use your CCNY “Citymail” email account. Your EMPLID will already be prefilled on your application(s). Although a resume is not required for FWS jobs, you may choose to add a resume to your application(s) then click the “Submit” button. An application receipt will appear on the screen once your application(s) has been submitted. Print the application receipt for your records.

Step 4: Your application is automatically emailed to the job location(s). If a supervisor would like to interview you, you will receive an email via your CCNY email account or a phone call to the number provided on the application from the supervisor(s). If you have not received an email from the job site that you are interested in after 72 hours, you may contact the supervisor to make sure they have received your application.

Step 5: You will then be interviewed by the prospective supervisor(s). After the interview, if the supervisor is interested in hiring you as a FWS student, the supervisor will submit a “Hire Request” to the Financial Aid Office via Student Employment (This does not mean that you are hired).

Step 6: On the Student Employment website, click on the link “Required Forms for Federal Work-Study”. Before proceeding to step 7, print and complete the following forms:

W-4 (Federal Tax Form)
IT-2104/ or IT-2104-E (State Tax Form Non-Exempt/ or Exempt)
Confidentiality Form
I-9 (Employment Eligibility Form)

Complete the forms but do not sign or date until you have completed step 7 with the financial aid office.
NOTE: THE FINANCIAL AID/ FEDERAL WORK-STUDY STAFF CANNOT ASSIST STUDENTS IN COMPLETING THEIR TAX FORMS (W-4, IT-2104 and IT2104E). IF YOU HAVE ANY QUESTIONS AFTER YOU HAVE READ THE INSTRUCTIONS ON THE FORMS, PLEASE CONTACT:

- THE INTERNAL REVENUE SERVICE (IRS) FOR THE W-4 FORM (800) 829-1040
- THE NEW YORK STATE DEPARTMENT OF TAXATION AND FINANCE FOR THE IT-2104 AND IT-2104E FORMS (518) 457-5181

The I-9 is a federal form that requires you to provide documentation showing your eligibility to work in the United States. Please read the list of acceptable documents attached to the I-9 form. All forms of identification must be unexpired and brought in for viewing. Bring the originals and photocopies of each document. Without the proper ID’s, your paperwork will not be eligible for processing and will delay your start date.

Note: Students who are 16 and 17 years of age must present an Employment Certificate (working papers) in order to be placed.

Step 7: Once you have completed steps 1-6, you must visit the Financial Aid office during normal business hours Monday - Thursday and request a number for Federal Work-Study from any of the CCNY Express Kiosk stations. If you would like to schedule a specific time to visit the office, you can make an appointment on line at: https://www.ccny.cuny.edu/financialaid/make-appointment.

Step 8: When you come in, we will review your “Required Forms for Federal Work-Study”. Once that is completed, you will report to the supervisor to have them sign the Statement of Supervisor’s Responsibility Form (SSR). You will then return to the financial aid office with all documents completed and signed.

Step 9: Once the Financial Aid Office receives all of the required forms, you and the supervisor will receive an email stating that the hire request has been approved and you may start working. Do not report to work until you receive this approval email. You will not be paid for hours worked prior to your hire date.

NOTE: If you are having difficulties applying for any jobs, please contact or visit our office Monday - Thursday. We will help you resolve any issues you are experiencing.

You may visit the student employment website for a PowerPoint presentation with instructions on how to apply for jobs using the JobX system: