Fall/Spring 2016-2017 FWS job listings are available on CCNY Student Employment website. The Eligibility Screening will begin on August 25, 2016 (See FWS Eligibility Screening Schedule for all dates, times and locations).

- **On-Campus** jobs are available to view on the Student Employment site. Salaries for on-campus FWS positions range from $12.00 to $14.00 per hour.
- **Off-campus** FWS jobs will available to view in the financial aid office. (Some off campus positions require a resume and may pay the New York State minimum wage).
- **Public Service Corps** applications will be available at: [https://ccny.studentemployment.ngwebsolutions.com](https://ccny.studentemployment.ngwebsolutions.com). Submit your completed form and resume to the Financial Aid office.

In order to work, you must be in good academic standing, registered for at least six (6) credits for the fall 2016 semester. If you fall below 6 credits, you will become ineligible to participate in the Federal. **Students who worked in the summer 2016 must a have remaining FWS award.** Below you will find the steps in order for you to use your FWS award.

**FWS Placement Steps**

**Step 1: Accept your award in CUNYfirst!** Login to CUNYfirst at [https://home.cunyfirst.cuny.edu](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 “2017”. 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 accept 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 student employment at [https://ccny.studentemployment.ngwebsolutions.com](https://ccny.studentemployment.ngwebsolutions.com). Click on the “Students” link; Click on the “Find a Job” link, click on “On Campus FWS Jobs” then 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. Then click “Sign on”.

**For access to your Citymail email account contact 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). and 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. **If you are having difficulties applying for any jobs, please contact us at the number above, or email fws@ccny.cuny.edu** for assistance.

**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 JobX. *(This does not mean that you are hired).*

**Step 6:** In JobX, click on the link “Required Forms-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)

**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 can visit the Financial Aid office during normal business hours Monday - Thursday to submit your documents. You may request a walk-in number for Federal Work-Study from any of the CCNY Express Kiosk stations; or if you would like to make an appointment, you can visit [https://www.ccny.cuny.edu/financialaid/make-appointment](https://www.ccny.cuny.edu/financialaid/make-appointment).

**Step 8:** Once the Financial Aid Office reviews your “Required Forms for Federal Work-Study” and receives the supervisor Statement of Supervisor’s Responsibility form (SSR), a **Hire Request Approval** email will be sent to both you and your supervisor. The email information will contain your approval for hire certification information and the date you may begin to start working. *This serves as the contract agreement.* **Retain a copy of this email contract for your records.** Do not report to work until you receive this approval email. You will not be paid for hours worked prior to the approved hire date.

You may visit the student employment website for a PowerPoint presentation with instructions on how to apply for jobs: [https://ccny.studentemployment.ngwebsolutions.com/cimages/Employee%20Training%20for%20JobX%20%20%201202016.pdf](https://ccny.studentemployment.ngwebsolutions.com/cimages/Employee%20Training%20for%20JobX%20%20%201202016.pdf)