

The City College  
of New York

Financial Aid Office

Dear Student,

Congratulations! You have been awarded a FEDERAL WORK-STUDY (FWS) Award for the 2019-2020 Academic Year (September 2019 to May 2020).

You may choose to earn your award during the Fall/Spring 2019-2020 academic year. **FWS jobs listings are posted on the CCNY Student Employment Website and added daily.** You must accept your award on CUNYfirst before beginning the placement process. *If you do not accept your Federal Work Study in CUNYfirst, you will risk losing your award. You can follow the steps on how to accept your Federal Work Study award [here](#).* If you would like to work beginning in the Fall semester, you may begin to review jobs in September.

In order to work during the Fall 2019 and/or Spring 2020 semesters, you must be registered for at least six (6) credits each semester. If you fall below 6 credits, you will no longer be eligible to participate in the Federal Work-Study program. In addition, you must be in good academic standing. Below you will find the steps that will need to take place in order for you to use your FWS award. You must be enrolled for and maintain a minimum of 6 credits in order to work during the Fall/Spring semesters.

- **On-campus** jobs are available to view on the CCNY Student Employment website. Salaries for on-campus FWS positions are \$15.00 per hour for undergraduate students and \$16.00 per hour for graduate students.
- **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>. Once you have completed the form, print your resume and bring all documents to the Financial Aid office.

### 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 “2020.” 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 award by October 1, 2019, you risk losing the awards. You must accept your award for each semester if you plan to use your full academic year amount!* In order to provide the opportunity for other students to participate in the program, we encourage students to accept or decline the award on CUNYfirst. If your award has already been accepted, you may proceed to step 2. **If you plan to work for the Fall/Spring, you must accept your award and complete the placement process by October 1<sup>st</sup>, 2019 or the award will be cancelled.**

**Step 2:** Access the Student Employment website at <https://ccny.studentemployment.ngwebsolutions.com>. Click on the “Students” link, select “Find a FWS Job”, 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](mailto:student000@citymail.cuny.edu), enter “student000” as your login) and your citymail email password. Then 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 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.

**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 5 business days, 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 the Student Employment system. **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)
- **FWS Student Information Form**
- **Federal Work Study Student Fact Sheet**

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 IT-2104-E). IF YOU HAVE ANY QUESTIONS AFTER YOU HAVE READ THE INSTRUCTIONS ON THE FORMS, PLEASE CONTACT:**

- THE INTERNAL REVENUE SERVICE FOR THE **W-4 FORM: (800) 829-1040**
- THE NEW YORK STATE DEPARTMENT OF TAXATION AND FINANCE FOR THE **IT-2104 AND IT-2104-E 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 IDs, your paperwork will not be eligible for processing and will delay your start date.

**Step 7:** Once you have completed steps 1-6, you can visit the Financial Aid Office during normal business hours Monday – Thursday before October 1<sup>st</sup>, 2019 and request a number for Federal Work-Study from any of the CCNY Express Kiosk stations.

**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 sign the Statement of Supervisor’s Responsibility form (SSR). You will then return to the Financial Aid Office or the location listed below with all documents filled out and signed by October 1<sup>st</sup>, 2019. Please note the placement location for the month of September below:

- 9/3/19-9/30/19 FWS placement will be held in NAC 1/114 during the days and time below:
  - Monday-Thursday: 10:00am-3:30pm
  - Friday: Closed
- FWS placement will commence in the Financial Aid office Monday-Thursday beginning in October.

**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. Please keep in mind that your award is for the entire academic year. Monitor your earnings to ensure that as long as you are eligible, you can continue working for the academic year.**

**Step 10:** We recommend that you sign up for direct deposit. Direct Deposit to your bank account eliminates the chance that your check will get lost, misdirected, delayed during delivery, or misplaced once you receive it. Students who do not opt to enroll in an electronic method will receive their FWS check to their home address. If you would like to have your FWS check mailed to you, you must review CUNYfirst to ensure your information is accurate.

Sign up on your [CUNYfirst Self-Service](#) to enjoy the benefits of direct deposit!

- **Safe:** You don't have to worry about lost/stolen checks
- **Convenient:** No need to wait in line to cash your check
- **Fast:** Your money is deposited to your bank account as soon as it's ready

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

Sincerely,

The Federal Work-Study Office  
The City College of New York  
Financial Aid Office A-104  
160 Convent Avenue  
New York, NY 10031  
Phone: 212-650-6662/5805  
Fax: 212-650-5829  
Email: [FWS@ccny.cuny.edu](mailto:FWS@ccny.cuny.edu)