

Dear Student,

Great news! CCNY has implemented a new Federal Work Study time sheet system. All time sheets must now be submitted online on Time Sheet X. Currently, students will be able to complete and submit their time sheets to their supervisors for their approval. Supervisors will then submit the time sheet to the FWS program for processing.

You can complete your time sheet by following these steps:

1. Access JobX at <https://ccny.studentemployment.ngwebsolutions.com>
2. Click on "Students"
3. Click "My Timesheets"
4. Login using the same username and password you use for your Citymail email (only use the information before the "@citymail.cuny.edu" as your login)
5. Click the "Title" of your position then look for the correct pay period and click "Start Time Sheet" for that pay period
6. Click "Add New Entry"
7. Click "Submit time sheet"

*** Federal Work-Study students receive emails after each pay cycle informing them how many hours they have remaining. Please refer to this email. The Financial Aid office cannot pay you for earnings in excess of your Federal Work Study award***

Important:

- You must always use your Citymail email!
- Time sheets should only be submitted if you: have received a hire approval from FWS, are actively working, have a remaining FWS award, are registered for 6 credits or more, and are in good academic standing.
- If you fall below 6 credits, you will no longer be eligible to participate in the FWS program.
- Please submit your time sheets ON TIME as outlined on the payroll schedule, which can be viewed at: <https://ccny.studentemployment.ngwebsolutions.com/cimages/Fws%202015-2016%20Payroll.pdf>
(Your supervisor must also approve it on time.)

Thank you for cooperation and patience with this new process. If you have any questions, please feel free to call (212) 650-7254 or email fws@ccny.cuny.edu. If you experience any issues, please send us an image of your error message along with your name, EMPLID and contact information so it can be further investigated.

Sincerely,

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