

FWS Online Process Instructions

1. Access <http://www.jjay.cuny.edu/3223.php>
2. Click and download “FWS Instructions” or select the option that best suits your needs (e.g. New Federal Work Study Students, Continuing FWS Students etc.)
3. Read through the Online Process and click to the next page at the bottom of the screen.

**If you don't have a FWS Award, go to Career Development Center at <http://www.jjay.cuny.edu/careers> and click on “John Jay Careers Online”.*

4. Write down all jobs of interest with contact information (Department, Supervisor, Building, Room #, Phone number and email address).
5. Download and complete each from the **Checklist of Required FWS Forms**. *Do not date the forms until you are with a Processing Officer.*

When completing the New York State, IT-2104 or IT-2104-E Form make sure that you qualify based on the conditions. Completing the appropriate form will allow you to be exempt from New York State taxes.

6. Bring the forms and original identification to see a Processing Officer in the Financial Aid Office, 445 West 59th Street, North Hall, Room 1280N.
7. The Placement Officer will screen you to verify if you meet the eligibility requirements. Upon successful screening, you will be given a **Pass to Return for Processing and a Contract for Work Study Placement**.
8. Contact the Supervisor to arrange for an interview. You and your supervisor/ alternate supervisor must sign the Contract and return it to the Processing Officer in the Financial Aid Office. *(Students may not complete the placement process without signatures on this form).*
9. If you aren't hired, or the position is filled revisit the FWS Job Bank at <http://johnjay.jjay.cuny.edu/workstudy/jobview.aspx> . If you aren't able to work all of the hours in the fall semester, with authorization, you can work during the winter session or spring break **(if you qualify)**.

If you are missing any of the items from the Checklist, Employment Forms, Placement Forms or Acceptable Identification, you will be given a **FWS Pass to Return for Processing** to come back at a later time to complete the process.

The **Contract for Work Study Placement** will indicate how many hours you can work per week and your start date. Your supervisor will also be notified. You will start based on the date on the contract as indicated by the Processing Officer. You will receive the pink copy for your files.

Note:

Award: The amount of Federal Work Study funds you are given each *semester*

On-Campus Rates: Undergraduate is \$7.50 per hour; Graduate is \$9.00 per hour

Off-Campus Rates: Vary depending on Job Description/ Job Type.

Total Hours Formula= Award / Hourly Rate

Recommended Hours Formula: Award/ Hourly Rate/ # of weeks left in the academic year (see Time Sheet Submission Schedule)

Example: \$1200/ \$7.50/ 30 weeks= 5 hours per week for 15 weeks in the Fall and 15 weeks in the Spring.

To view all jobs online go to <http://johnjay.jjay.cuny.edu/workstudy/jobview.aspx>

For Questions send an email to workstudy@jjay.cuny.edu