



JOHN JAY COLLEGE
THE CITY UNIVERSITY OF NEW YORK
OF CRIMINAL JUSTICE

FEDERAL WORK STUDY

Student Federal Work Study Manual

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What is Federal Work Study (FWS)?

Federal Work Study (FWS) is financial aid paid to you as hourly wages for a job you obtain through the Financial Aid Office. It helps you earn money to meet your educationally related expenses. FWS gives you an opportunity to gain work experience related to your program of study or career choice and it allows you to participate in paid community service work in after-school programs or to work in city agencies.

Note: International students are not eligible for participation in the FWS Program. Entering freshman cannot work until they have completed a semester at John Jay College and have satisfactory academic progress. Refer to the FWS Coordinator for requirements.

In order to participate in the Federal Work Study Program, you will have to satisfy the following requirements:

FWS Basic Requirements: You must:

- Complete a Free Application for Federal Student Aid (FAFSA) Application. Bring in required documents if required (Verification).
- Have a Federal Work Study award (Verify your ESIMS account) and be matriculated (registered in a curriculum and is pursuing courses toward a degree).*

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

- Work only one job (either on or off-campus)
- Work to earn your award
- Be registered for 6 credits (or equated credits) for each semester except for summer and winter session
- Be in good academic standing, 2.0 Grade Point Average (GPA) for Undergraduates, 3.0 for Graduates
- Be matriculated (registered in a curriculum and are pursuing courses toward a degree)
- Stop working on the day you stop attending classes, or on the last day to work indicated on the FWS contract, whichever is earlier
- Pay close attention to the Academic Calendar for important dates, college closings and schedule changes by logging on to <http://74.205.89.34/Acalendar>.

There is no penalty if all or part of your FWS is unearned. Unused portions of the award are not converted into other forms of financial aid. You cannot be paid for hours worked in excess of your award.

- Your award is per semester; however your contract is for one academic year (summer, fall and spring)
- FWS students are not allowed to work during class hours even if your class is cancelled
- On-campus student rates: Undergraduate at \$7.50 and Graduate at \$9.00
- Off-Campus hourly rates vary based on job selection
- Award balances will expire if you do not use the full award by your last scheduled day to work, (check your contract date)
- Awards do not rollover from one academic year to another. Every year you will need to reapply for a new financial aid application (Free Application for Federal Student Aid- FAFSA), select the FWS option and complete the process
- Transfer students who attended a Non-CUNY college in the Fall semester, are only eligible to use Spring funds.

The information that appears on ESIMS is your award for the semester. ESIMS **does not** indicate your remaining balance. The information on your pay-stub/email will not be accurate because it will not include days you recently worked. It is important to keep track of your hours on the **Record of Available Hours Form**.

COPE- The College Opportunity to Prepare for Employment (COPE) Program

This program offer services to anyone who is a current or former CUNY student or applicant, and who is either receiving public assistance benefits or meeting certain low-income guidelines who have a dependent child. COPE's mission is to aid the students, alumni and applicants to successfully navigate college and obtain gainful employment leading to economic self-sufficiency. COPE assists students in areas such as: securing full/part-time employment, resume and cover letter writing, one-on-one interview preparation, metro-cards, free brand new interview attire and daily work clothes, employment workshops and on-the-job support. For more information, contact the COPE Program at 212-237-8017 or, 445 West 59th Street, Room 3235N or send email to cope@jjay.cuny.edu.

Summer Session Facts:

- Students must be registered for the Fall semester for at least 6 credits (or equated credits) and provide a copy of your confirmed registration
- If you are not attending classes in the Summer, you will be taxed
- Students have the ability to work up to 35 hours per week until the end of the summer (August)
- **Working in the summer, will cause you to exhaust funds early.** Therefore, you will not have enough funds to work for the academic year (Fall and Spring semesters)
- Students with remaining funds for the upcoming semester must obtain a **Year to Date Balance Statement** in order to continue working for the academic year.

Winter Session Facts:

- In order to work for winter session (4 weeks in January, up to 35 hours per week) you must be registered for at least 6 credits (or equated credits) for the Spring semester and provide a copy of proof of your confirmed spring registration
- If you were not registered in the Fall semester, you are not eligible to work during the winter session
- Students not registered for classes during the winter session will be taxed.

Note: Students who work the recommended amount of hours (see Definitions / Formulas) are not entitled to work during winter session, breaks or finals.

Academic Year Facts:

- Each semester, Fall and Spring consists of 15 weeks each
- You **must** be registered for at least 6 credits (or equated credits) and provide a copy of your confirmed registration each semester
- Students should calculate their total hours and recommended hours based the recommended hours in order to ensure that funds last the entire academic year. (See Definitions/Formulas)
- Students can work up to 20 hours per week (while attending classes); however it will exhaust funding quicker.
- All students should stop working by the last day of classes, but definitely by the last day of finals, check your contract for the date
- Students who withdraw, take a leave of absence, are dismissed or are not registered may not continue to work
- Students, who stop attending classes during the academic year, will be paid up until the last day of class attended.

Fall only:

If you are a graduating in the Fall semester, you **must** stop working by the last day of Fall classes.

Spring only:

- Students must stop working by the last day of finals (May); Check your contract for the date
- Unused FWS awards are not rolled over into the Summer.

Students interested in summer FWS must complete a new FAFSA for the upcoming award year, select the FWS option and complete the Financial Aid process.

Definitions / Formulas:

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

Contract: A formal agreement between you and a supervisor of how many hours you can work per Academic Year

Academic Year: Summer, Fall and Spring. (Students don't usually work during finals)

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: The amount of hours a student can work during the academic year

Total Hours Formula= Award / Hourly Rate

Example: \$1200/ 7.50 = 160 hours for the academic year (Summer, Fall and Spring).

Recommended Hours- The suggested amount of hours one should work to have available funds the entire academic year

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. Do not include Finals, Breaks (Christmas through New Years or Spring Break), or January (Winter Session). Only count the remaining weeks left to work until the last day of Spring classes.

How to Get a Job

FWS Process and Instructions

1. You **must** have a FWS award, (check your ESIMS account).*

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

2. You must be registered for at least 6 credits (or equated credits), and be in good academic standing 2.0 Grade Point Average (GPA) for Undergraduate and 3.0 for Graduate.
3. Search the Job Bank for available positions by going to <http://johnjay.jjay.cuny.edu/workstudy/jobview.aspx>.
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.**

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 at Financial Aid, 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 re-visit 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 **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.

Interview Tips

- Dress in professional attire
- Bring a current resume
- Be punctual
- Have a pen and pad and be prepared to take any notes
- Be certain to record the Supervisor's name and contact information
- Know what times you are available to work, remember working the recommended hours allows you to work for the fall and spring semesters (Award / Rate / # of weeks left to work) (Example: \$1200/ \$7.50/ 30= 5 hours).

Basic Interview Questions

- Tell me about yourself? How would you describe yourself?
- Tell me about your most recent work experience.
- What would you say is your biggest strength? Weakness?
- What qualities and skills do you have that will make you succeed in this position?
- Why should I hire you? Why do you want this job?

Potential Skills or requirements

How to:

- answer the phone
- properly write a memo or letter
- use office equipment.

Checklist of Required Federal Work Study (FWS) Forms

Download and complete the Forms listed below and bring them with your Identification (see below) to a Processing Officer in the Financial Aid Office at 445 West 59th Street, North Hall, Room 1280N.

Check shaded area below when complete This form is for your records.

	<h3>Employment Forms</h3> <ol style="list-style-type: none"> 1. Form I-9, Employment Eligibility Verification http://www.uscis.gov/files/form/i-9.pdf 2. W4- Employee's Withholding Allowance Certificate http://www.irs.gov/pub/irs-pdf/fw4.pdf 3. IT- 2104- Employee's Withholding Allowance Certificate http://www.gvbores.org/si/2009IT2104.pdf 4. IT-2104-E- Certificate of Exemption from Withholding http://www.tax.state.ny.us/pdf/2009/fillin/wt/it2104e_2009_fill_in.pdf
	<h3>Placement Forms</h3> <ol style="list-style-type: none"> 1. Contract for Work Study Placement (FWS) with Supervisor's signature (Receive from Financial Aid) 2. Federal Work Study Student Contract of Responsibilities 3. Agreement by Student Employee to Maintain Confidentiality and Privacy of Records Pertaining to Students, Faculty and Staff 4. FWS Job Application

Submit 1 item from List A (See Below) with your Validated JJC ID Card OR Validated JJC ID Card, another item from List B AND 1 item from List C

List A	<h3>Acceptable Identification</h3> <ol style="list-style-type: none"> 1. US Passport 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
List B	<ol style="list-style-type: none"> 1. Driver's License, State ID or Learners Permit Card (from US) w/ photo & demographic information. 2. John Jay Collage School ID with Validation sticker 3. Voter's Registration Card 4. U.S. Military or Draft Card 5. School record, Report Card; Clinic or Hospital Card (If you are under 18 years of age)
List C	<ol style="list-style-type: none"> 1. Social Security Card or Certificate of Birth Abroad (Form FS-545) 2. Certificate of Report of Birth (Form DS-1350) 3. Employment Authorization document issued by Department of Homeland Security
	<h3>Forms for your Records</h3> <ol style="list-style-type: none"> 1. Federal Work Study Time Sheet Submission Schedule 2. Record of Available Hours 3. Direct Deposit and Stop Payment Forms available at the Bursar's Office

Types of Federal Work Study (FWS) Employment

1	<p>On-Campus Assignments</p> <p>You can work in one of John Jay College’s Administrative Offices or Academic Departments. There are a variety of on-campus positions available from office aide to language tutor. The minimum hourly rate for on-campus jobs starts at \$7.50 but may be higher depending on the job type. Students can work in diverse areas such as African American Studies, Career Development Services and Internships, Children’s Center, Center on Media, Crime and Justice, the Center for Criminal Justice Ethics, the COPE Program, Enrollment Management Services (Admissions, Financial Aid, Graduate Admissions, One-Stop, Testing, the Call Center and the Registrar’s Offices), Graduate Studies, Professional Studies, the English Language Support Center, the Writing Center, Math and Science Resource Center, Instructional Technology Support Services (computer labs), Health Services, Recreation /Fitness Center, Equipment Room, for Athletic Teams and Student Activities to name a few.</p>
2	<p>Off-Campus Assignments</p> <p>You can work for a non-profit or agency that has signed an agreement with the City University of New York to employ FWS students. Off-campus job opportunities are varied and numerous and may be located in any one of the 5 boroughs. Assignments range from serving as a counselor in a youth center to being an assistant in CUNY’s Central Office. The general salary range can range from \$7.50 to \$10.00 per hour. The off-campus employer shares the costs of paying the students they employ with the FWS Program.</p>
3	<p>Public Service Corps (PSC)</p> <p>The Public Service Corps offers FWS students internships at one of more than 30 participating New York City agencies. As a PSC intern, you will need to be certified in the FWS Program. Shortly thereafter, you will be contacted to meet with a Placement Office at the Department of Citywide Administrative Services or an interview. You will need to bring our resume and your social security card with you to see a Placement Officer at the PSC. At the completion of the process, bring a copy of the Intern Assignment Form to the Federal Work Study Coordinator. For more information, click here.</p>
4	<p>Community Service Positions</p> <p>You are encouraged to consider community service opportunities as you search for an appropriate FWS assignment. Job assignments that fit the community service description involve health care, child care, literacy training, and other services designed to improve the quality of life for NYC residents, particularly to low income individuals. Community service positions are available on- and off-campus and through the Building Educated Leaders for Life (BELL) Program. For more information, click here.</p>

For all Job opportunities, view the John Jay College FWS Job Bank at <http://johnjay.jjay.cuny.edu/workstudy/jobview.aspx>



FINANCIAL AID OFFICE
FEDERAL WORK STUDY PROGRAM

Job Application

Name: Last:	First:	Date:	GPA:
Email:	Phone:	SSN: 4 Digits	Total Credits:
Class Standing: ___ FR ___ Soph ___ Jr. ___ Sr. ___ Graduate ___ Transfer		Major:	

What Skills Do You Have? (You may attach a Resume to this form)

<p>Computer Skills: <i>(provide check)</i> ___ Proficient with entire Microsoft Office Suite</p> <p>OR (check what you have had experience with)</p> <p>___ Microsoft Word ___ Microsoft Excel ___ Microsoft Power Point ___ Microsoft Access</p> <p>Web Design: <i>(provide check)</i> ___ None ___ Basic HTML Knowledge ___ Experienced in a Web Design: ___ What software/program(s): _____ _____</p> <p>Typing Skills: <i>(provide check)</i> ___ None ___ Some ___ Good</p>	<p>Customer service: phone etiquette, greeting and helping customers. <i>(provide check)</i></p> <p>___ None ___ Some ___ Good</p> <p>Job Preferences: <i>(check only one)</i></p> <p>___ Office Assistant ___ Administrative Assistant ___ Clerical / Filing ___ Research / Library ___ Computer Room / Lab ___ Athletics/ Recreation / Gym ___ Tutoring/ Teacher Asst. ___ Child Care / After-school Program / Counselor</p> <p>Other Skills: <i>(list as many as possible)</i> _____ _____ _____</p>
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Indicate the hours you can work below (i.e. 9-12, 2-5 etc): **YOU CANNOT WORK DURING YOUR CLASS TIME**

	Mornings = prior to noon	Afternoons= noon to 5 PM	Evenings = after 5 PM
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			

Federal Work Study Student Contract of Responsibilities

Please print name: (Last, First)	SS#	Contact phone number
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Federal Work Study Student Contract of Responsibilities- Page 1 of 2

Employment Policy

I must:

- read through the JJC FWS website for requirements, jobs, rates and forms.
- have a FWS award.
- complete the hiring process with a Placement Officer in the Financial Aid Office, Rm. 1280N, before I can start to work.
- work one job, at one site.
- only be paid for hours worked.
- keep track of my hours. I will not be paid in excess of my award.
- stop working should my enrollment fall below ½ time (6 equated credits) or at my contract end date.
- use my award by the end of the academic year or contract date or it will expire.
- realize that the hourly rate will depend on the job I select.
- adhere to the work schedule established. If I want a day off from work, it must be approved by my supervisor.
- notify my employer in advance if I am not able to come to work due to extenuating circumstances.

I understand that:

- I will need to calculate the recommended amount of hours and work those hours for my award to last the academic year.
- the maximum hours I can work are 20 hours per week, unless I receive written from the FWS coordinator authorization to work during breaks when I may work up to 35 hours per week.
- working the maximum amount of hours will exhaust my award sooner.
- at the end of the semester, after the break (summer, winter, spring), I will return to the same department unless I have been informed otherwise.
- if I graduate in the Fall semester, I must stop working by the last day of Fall classes.
- my supervisor and I must mutually determine a work schedule that does not overlap with my class schedule before I begin work
- I am not permitted to work if I am scheduled for classes, even if classes are cancelled.
- I am required by law to take an unpaid minimum ½ hour break if I work more than 5 consecutive hours.
- my supervisor, or alternate supervisor, is responsible for completing and forwarding my time sheet to the FWS Coordinator.
- I am not permitted to hand-deliver or receive time sheets on behalf of my supervisor unless approved by the FWS Coordinator in advance.
- FWS is taxable income unless I complete the employment forms with an "Exempt" status.
- if I falsify a time sheet or contract, or any of the FWS official forms, I will be terminated immediately and have disciplinary action brought against me by the College or the University.
- it is up to my supervisor's discretion to hire me on their Department's budget when my total hours are exhausted, or to terminate me once I approach my total hours.
- I am not entitled to Unemployment Insurance if I am terminated or my FWS award expires.
- if I am currently receiving unemployment, I must contact my unemployment office before accepting a FWS job.
- if I am not paid or if I don't receive my check/direct deposit, I must contact the FWS Coordinator.
- if I accept an off-campus job at the PSC, I must follow their payroll calendar, schedule, policy and procedure to receive my earnings.
- I must visit the financial aid office to receive my proof of payment if I request direct deposit.

Performance Policy

I understand that:

- I have an obligation to perform my job duties satisfactorily.
- My employer has the right to terminate me from the job if he/she determines that my job duties are performed unsatisfactorily.
- I must give a two-week notice to my employer before resigning or quitting.
- I must meet the qualifications in order to work.
- I must conduct myself in a professional manner.
- I must maintain confidentiality.
- I must be responsible for completing my work thoroughly.
- I must keep socializing to a minimum in my work environment.
- I must not allow portable electronic devices to minimize my productivity (i.e. Face book, Twitter, Hotmail, MySpace, internet surfing, Bluetooth, cellular phone, Blackberry, PDA, MP3, IPOD player, etc.)



Federal Work Study Student Contract Responsibilities- Page 2 of 2

Each Year

The FWS award is not automatically guaranteed each aid year, and eligibility is based on availability of funding and my federal need. Packaging criteria may vary each year.

Therefore, **I must:**

- File the FAFSA as soon as it becomes available each year as soon as taxes are filed (parents, student/spouse), to increase my chances of being considered for FWS.
- Complete Verification (if selected).
- Be enrolled for at least ½ time – 6 credits (equated credits) in a degree-seeking program at John Jay College.
- Maintain Satisfactory Academic Progress (SAP) at the end of each aid year, in order to be considered for FWS for the following year. SAP is:
 - A minimum Grade Point Average (GPA) of 2.0 for Undergraduates;
 - 3.0 GPA for Graduates.
- Review Orientation Reminders on line.
- Complete required forms (see checklist).
- Bring all forms and ID's from checklist to a Placement Officer to be verified for Academic Eligibility in the Financial Aid Office, Room 1280N, in order to start work.
- Interview with a FWS supervisor and be selected or hired.
- **Sign the FWS Contract and finish with a Processing Officer in the Financial Aid Office.**

Each Semester

I must:

- Validate my registration with a confirmed receipt.
- Check the Federal Work Study Resource page often throughout the semester to complete any additional documents that may have been added on a periodic basis.
- **maintain** at least ½ time enrollment in a degree-seeking program at John Jay College. If I plan to drop or withdraw from my classes, I must notify the Financial Aid office and seek counseling on the possible outcome. The Financial A has the right to cancel my FWS award if I do not meet any of the above criteria
- present the following to my employer the following before I start working each semester:
 - **Contract for Placement** or
 - **Year to Date Balance Statement**

I have read, understood, and agree to abide by the above FWS policies and renewal procedures at John Jay College.

_____ Signature

_____ Social Security #

_____ Please print name

_____ Date



JOHN JAY COLLEGE
THE CITY UNIVERSITY OF NEW YORK
OF CRIMINAL JUSTICE

FINANCIAL AID OFFICE
FEDERAL WORK STUDY PROGRAM

AGREEMENT BY STUDENT EMPLOYEE TO MAINTAIN CONFIDENTIALITY AND PRIVACY OF RECORDS PERTAINING TO STUDENTS, FACULTY AND STAFF

I understand that in my capacity as a student employee at a college of the City University of New York, whether as a full-time, part-time, work-study student or otherwise, I may have access to confidential and private records of students, faculty, staff, and applicants for admission or employment, I understand that I am not permitted to discuss or share this information with other students, friends, family or other employees. I understand that under the policies of the City University of New York, as well as Federal and State privacy laws, these records are protected from disclosure to third parties unless pursuant to narrow exceptions. Student records in particular are protected by the City University's Student Records Access Policy and the United States Family Education Rights and Privacy Act (also known as "FERPA" and the "Buckley Amendment").

I understand that if as part of my job responsibilities I am supposed to release information regarding students, faculty, staff, or applicants for admission or employment, I will receive specific written instructions if I have any questions about the release of information regarding any student, faculty or staff member, or applicant.

I agree to maintain the confidentiality and privacy of all records of students, faculty, staff, and applicants, during and after the period of my employment, I shall not, directly or indirectly, communicate to any person other than my supervisor or his or her superiors, or an individual approved by supervisor, any information concerning such records. I understand that any such prohibited disclosure may be grounds for termination of my employment, denial of future employment, and possible student disciplinary action including suspension or expulsion.

Printed Name _____

Signature _____

Date: _____

SS # (last four digits): _____

FWS Payroll Requirements and Payment Procedures

Payroll Requirements:

- You must monitor your earnings on the Record of Available Hours Form to ensure that you do not exceed the amount of your total FWS award
- You must work to receive payment
- Students and Supervisors must follow the FWS Payroll Calendar: Time Sheet Submission Schedule
- You must establish a work schedule which begins and ends on the hour or half hour
- The maximum hours a student can work while attending classes is 20 hours per week
- You should keep in mind that the more hours you work during the week the faster you will deplete your allowable amount
- Therefore, you are encouraged to work the recommended hours per week otherwise, funds will be exhausted
- Students must take a minimum half-hour break after the 5th consecutive hour of work. (Example: Schedule is 9-3; sign in at 9 a.m.; sign out at 2 p.m. take a break for ½ hour, sign in at 2:30 p.m. then sign out for the day at 3 p.m.)
- Students are not allowed to work during classes; even if class is cancelled
- Students are not allowed to work when the College is officially closed
- Students need permission from the FWS Coordinator to work during Breaks (Summer, Winter/ January and Spring Break). A maximum of 35 hours can be worked during breaks; however students will be taxed despite exemption status
- Rates vary based on job selection and academic standing.

You must notify your local unemployment office if you are participating in the FWS Program. The NYS Department of Labor considers it willful misrepresentation to collect unemployment benefits without revealing that you are receiving FWS funds.

When you have earned your full or partial FWS award, you **cannot** apply to the NYS Department of Labor for unemployment benefits on behalf of FWS.

Time Sheets:

- Supervisors are not encouraged to cross off or white out on a student's time sheet.
- Supervisors are responsible for submitting time sheets by the due date to the FWS Coordinator in the Financial Aid Office.
- Off-campus Supervisors may fax time sheets to the Financial Aid Office. However, it is mandatory to remit the White Copy, the official record, to the Financial Aid Office via Postal mail. Supervisors should keep the yellow copy for their record and give the student the pink copy.
- Students are not authorized to submit time sheets to the Financial Aid Office unless an arrangement is made between the Supervisor and the FWS Coordinator.
- On-campus supervisors must sent time sheets via interoffice mail.

Payment:

Students who want the Direct Deposit option can download the form from jstop.jjay.cuny.edu/forms/directdeposit.pdf and bring it to the Bursar's Office, 899 Tenth Avenue, Room 522T. Otherwise your check will be mailed to the address to that was included on the FAFSA Form (every two weeks after the initial check) (see Time Sheet Submission Schedule). If you are not paid, you should notify the FWS Coordinator as soon as possible. The Bursar's Office requires 30 days to lapse before a Stop Payment can be issued. Students that work for the Public Service Corps (PSC) must follow a separate time sheet schedule and direct deposit procedure as determined by the Department of Citywide Administrative Services (DCAS).

Separation Procedures

Not interested in FWS

If you are not interested in the Federal Work Study (FWS) Program and have been awarded funds, you should contact the FWS Coordinator in the Financial Aid Office to the cancel of your award. All cancellations must be in writing. Should you cancel, once the award is removed, it can not be restored.

No Longer Interested

You may voluntarily resign from your position at any time. However, it is asked that you provide the department you are working for at least a two week notice. If you resign from your position, it does not prevent you from obtaining the same or another position at a later date. Once the supervisor is made aware of your resignation, they are required to submit any time sheets payable to you and a Performance Evaluation.

Termination by Supervisor

Your supervisor may terminate you at any time for unsatisfactory job performance and/or insubordination. Reasons can included but are not limited to:

- Repeated failure to arrive at work on time
- Frequently changing your schedule
- Failure to complete assigned tasks
- Lacking the initiative to carry out one's responsibilities
- Display of poor interpersonal skills and/or expressing negative attitudes
- Disruption of the department (excessive socializing with friends)
- Distractions by over-usage of electronic devices (Blue-Tooth, Cellular phone/Blackberry, IPOD, PDA, etc)
- Internet shopping/surfing –(Face book, Twitter, MySpace, etc)

Upon termination, your supervisor must contact the FWS Coordinator immediately. Once notified of the separation, the Coordinator will determine if you are eligible to work in another department your supervisor will be required to complete a **FWS Warning / Termination Notice** and a **FWS Performance Evaluation**.

Termination by Financial Aid Office

The Financial Aid Office may terminate or reduce your FWS award at any time if you no longer meet the FWS requirements. When this occurs, students must stop working immediately. Examples of situations when this can occur are:

- Failure to meet Satisfactory Academic Progress standards
- Change in enrollment status
- Additional aid was awarded (scholarships, grants) making you ineligible for the FWS program
- A request for a loan is made and there is no way to process the request without reducing another program allocation
- All necessary paperwork or identification has not been completed

Federal Work Study Record of Available Hours							
<i>Refer to the Time Sheet Submission Schedule for Cycles and Due Dates</i>							
Last Name / First Name / Last 4 Digits	_____ / _____ / _____						
Department / Supervisor	_____						
Semester / Year:	Summer _____	Fall _____	Winter _____	Spring _____			
Month / Cycle / Due Date	_____ / _____ / _____						
Award / Rate / Total Hrs	\$ _____ / \$ _____ / _____						
Remaining Hours (new beginning balance OR hours from previous time sheet) -----(input below)							
Work Period - WEEK 1	Time-In	Time-Out	Time-In	Time-Out	Time-In	Time-Out	Total Hrs.
Beginning Balance Total Hours ----->							
Day / Date							
Sat. _____							
Sun. _____							
Mon. _____							
Tues. _____							
Wed. _____							
Thurs. _____							
Fri. _____							
Week 1 TOTAL Hours ----->							
Total Hours Remaining Balance ----->							

Comments:

Work Period - WEEK 2	Time-In	Time-Out	Time-In	Time-Out	Time-In	Time-Out	Total Hrs.
Day / Date							
Sat. _____							
Sun. _____							
Mon. _____							
Tues. _____							
Wed. _____							
Thurs. _____							
Fri. _____							
Week 2 TOTAL Hours ----->							
Remaining Hours (include this balance on the next time sheet) ----->							

Comments:

John Jay College FWS Time Sheet Schedule 2009-2010

<u>Cycle</u>	<u>Work Period</u>	<u>Time Sheet Due</u>	<u>Check Mailed</u>
120	08/29/09-09/11/09	09/16/09	09/30/09
140	09/12/09-09/25/09	09/30/09	10/15/09 Thursday
160	09/26/09-10/09/09	10/14/09	10/28/09
180	10/10/09-10/23/09	10/28/09	11/11/09
200	10/24/09-11/06/09	11/11/09	11/25/09
210	11/07/09-11/20/09	11/25/09	12/09/09
230	11/21/09-12/04/09	12/09/09	12/23/09
240	12/05/09-12/18/09	12/23/09	01/06/10
260	12/19/09-01/01/10	01/06/10	01/21/10 Thursday
280	01/02/10-01/15/10	01/20/10	02/03/10
300	01/16/10-01/29/10	02/03/10	02/18/10 Thursday
320	01/30/10-02/12/10	02/17/10	03/03/10
340	02/13/10-02/26/10	03/03/10	03/17/10
360	02/27/10-03/12/10	03/17/10	03/31/10
380	03/13/10-3/26/10	03/31/10	04/14/10
400	03/27/10-4/09/10	04/14/10	04/28/10
420	04/10/10-04/23/10	04/28/10	05/12/10
440	04/24/10-5/07/10	05/12/10	05/26/10
460	05/18/10-05/21/10	05/26/10	06/09/10

Note: All financial aid checks will be mailed to the student's home address. **If you change your address, you should notify One Stop immediately. If you have your own checking or savings account, you may wish to use the Direct Deposit Option for your financial aid disbursements. Please see the Bursar's Office (Room 522T) for details.**

FWS Frequently Asked Questions

1. How do I apply for Federal Work Study (FWS)?

To be considered, you must complete the Free Application for Federal Student Aid (FAFSA) and answer the appropriate box for FWS. FWS is awarded on a first-come, first served basis. The newest FAFSA is released every January; as soon as you and/or your parents file taxes, file the FAFSA. FWS awards may be given as early as March.

If you are selected for a process called Verification, you must complete the process. When you receive an award letter from the college, it will indicate if you have a FWS award. The award will also appear on ESIMS. In order to start working you must complete all forms, meet the eligibility requirements and be verified by a Processing Officer in the Financial Aid Office.

2. What are the eligibility requirements?

You must be matriculated and enrolled for at least 6 credits (or equated credits) with a confirmed registration. During the summer, continuing students do not have to be enrolled, but must be registered for the upcoming Fall semester. You must be a citizen of the United States, or an eligible non-citizen as per the program guidelines. You must be in good academic standing and be verified for eligibility by a Processing Officer.

3. How Do I find a job?

1. Log on to <http://www.jjay.cuny.edu/3223.php> and click "New Federal Work Study Student"
2. Look in the FWS Job Bank by going on the web to:
<http://johnjay.jjay.cuny.edu/workstudy/jobview.aspx>
3. Download all documents from the **Checklist of Required Documents**
4. Bring all items from the Checklist of Required FWS Documents to a Processing Officer in the Financial Aid Office, in room 1280N.
5. Schedule an interview with a supervisor

4. What kinds of jobs are available? (For information about #3 and #4, see FWS Coordinator)

There are four types:

1. On and Off campus,
2. Public Service Corps (PSC) (City Agencies),
3. Community Service positions and
4. After-school positions at the Building Educated Leaders for Life (BELL) Program

5. How do I return to the job I had last academic year?

1. Log on to <http://www.jjay.cuny.edu/3223.php> and click "Continuing FWS Student"
2. Download the **Checklist of Required Work Study Forms** and the **Contract for Work Study Placement**.
3. Bring all items from the **Checklist of Required FWS Forms** with your identification to see a Processing Officer in the Financial Aid Office, Room 1280N.
4. Speak to the Supervisor to ensure that the position is currently available. Bring signed **Contract for Placement** to a Processing Officer in the Financial Aid Office, Room 1280, North Hall. **Note: If you worked in the fall and are returning for the Winter session or Spring semester, you will need to receive a Year to Date Balance Statement Form from the FWS Coordinator.**

6. **How many credits do I have to be registered for in order to work?**

You need a minimum of two classes or 6 credits (or equated credits). As soon as you drop a class 1 one class, you must stop working.

7. **What minimum Grade Point Average (GPA) must I have to work?**

The required minimum GPA to continue to work is 2.0 for Undergraduates and 3.0 for Graduates.

8. **When can I start to work?**

As soon as you complete the eligibility process, a Processing Officer will give you a copy of your **Contract for Placement** indicating the maximum earnings, total and recommended hours and start date with official stamp. Students begin working on the first day of classes. If it is during the Winter session (or Spring Break), students generally start on a Monday unless the student is working in a Lab. Start days for Labs could be a Saturday. However, students **must** have permission to work during the break and should check with the FWS Coordinator for eligibility.

9. **Can I work during the Summer?**

Yes. You can work up to 35 hours per week, however you will not have enough funds to work during the Fall and Spring semesters.

10. **What if I used my FWS award at another CUNY college during this current academic year?**

If you exhausted the award at another CUNY college, you will not be allowed to work. If you have money left over (not used at the other CUNY college), you must verify with the FWS Coordinator if you are eligible to work at John Jay College.

11. **If I worked the summer or winter (the current academic year) at John Jay College, and have money left over, how do I find out much is remaining for the academic year (fall and spring)?**

It is recommended that you kept track on the **Record of Available Hours Form**. You can confirm that your calculation is accurate by contacting the FWS Coordinator. You must obtain a **Year to Date Balance Statement** and provide a copy for your Supervisor before you start working in the fall or spring semester.

12. **When does FWS end?**

All students **must** stop working by the last day of classes in each semester. If you are graduating in the Fall semester, you **must** stop working by the last day of Fall classes **and** cannot continue to work during the Winter session or Spring semester. Therefore, graduating students will only be allowed to use one semester of their award.

13. **What are the maximum hours I can work?**

It is suggested that you work the recommended hours so that you have enough funds to work the full academic year. When classes are in session, you may work up to 20 hours per week. However, you will not have enough funds to work the remainder of the Academic Year. During breaks (Summer, Spring) and Winter Session (January) students can work up to a maximum of 35 hours.

14. **How do I keep track of my hours?**

You may use the provided **Record of Available Hours** Form.

Note: The information that appears on ESIMS is your award for the semester; ESIMS **does not** indicate how much was spent or how much is remaining. The balance you will see on your pay-stub or in an email will not include the current week in which you are working. You can download all forms off the web site by logging into <http://www.jjay.cuny.edu/3223.php> and see "Forms" and select "Employment Forms" or "Payroll Forms".

15. How do I find out my total hours?

Use the formula: Award / Rate. (Example: \$1200 / \$7.50= 160, the total hours for the academic year)

16. How do I know what my recommended hours are?

Use the formula: Award / Rate / the number of weeks left to work in the academic year (add the weeks in the fall and spring semesters; do not include breaks or the winter session)

Example: \$1200 / \$7.50 / 30 weeks (15 weeks in the fall semester; 15 weeks in the spring semester) = 5 hours

17. How do I get paid?

Your supervisor has to submit a time sheet by the due date (See the [Time Sheet Submission Schedule](#)). All Checks are mailed to the student by the date indicated on the Schedule unless you have submitted a Direct Deposit Form to the Bursar's Office, 899 Tenth Avenue, Room 522. Direct Deposit funds are made available based on the release of funds through your bank.

18. How can I work during the Winter Session and Spring Break?

Contact the FWS Coordinator to verify if you are eligible. In order to work winter session, you must be registered for at least 6 credits (or equated credits) in the Spring semester and have a confirmed registration. Students, who work the recommended amount of hours, will need a [Year to Date Balance Statement](#) and will need to reduce the amount of recommended hours for the Spring semester. Students can work during Spring Break up to 35 hours for the break only.

Note: Students who work the recommended amount of hours are not entitled to work during the winter session, breaks or finals. If you decide to work during the winter break and not the spring semester, you will need to meet the eligibility requirement and you will need an approval by both your Supervisor and the FWS Coordinator.

19. What happens if I don't use my award in the Fall semester?

As long as you meet the eligibility requirements, with permission from your supervisor and the FWS Coordinator, you can work during the Winter session (January), the Spring semester and/or Spring Break to make up the hours. When working during the Winter session or the Spring Break, you are allowed to work a maximum of 35 hours. If you do not use any portion of your award by the end of the Academic Year, May, it will expire. Awards do not carry over into the next academic year.

20. How do I work in the Summer of the next academic year (after spring is over)?

You have to complete a new financial aid application, Free Application for Federal Student Aid (FAFSA), go through the process and be verified by a Processing Officer in the Financial Aid Office (see How do I apply for Federal Work Study (FWS) and What are the eligibility requirements).

21. How many jobs can I have? You are only allowed one job.**22. What happens to my award if I cannot continue to attend school?**

If you cannot attend school, you cannot work. If you are in attendance the following semester and meet the eligibility requirements, you may be allowed to continue to work. Otherwise, you will lose your award. Awards do not roll over into the next academic year.

23. If I am currently receiving unemployment, do I have to report FWS earnings to the Unemployment Office?

Yes. If you are receiving unemployment insurance benefits and are also employed in the FWS program, you must notify your local unemployment office that you are working in the FWS program. The New York State Department of Labor considers it willful misrepresentation to collect unemployment benefits without revealing that you are also receiving FWS.

24. Are FWS Earnings Taxable?

Yes. FWS earnings are considered taxable by both federal and state governments. However, FWS earnings are not counted as income in determining eligibility for financial aid.

25. What forms do I need to work? You will need to complete the following forms **AND** bring Identification to a Placement Officer in the Financial Aid Office, Room 1280N (see question #27):

Employment Forms

- I-9, Employment Eligibility Verification
- W4, Employee's Withholding Allowance Certificate
- IT-2104, Employee's Withholding Allowance Certificate **or** IT-2104-E Certificate of Exemption from Withholding

Placement Forms

- Contract for Work Study Placement
- Work Study Student Contract of Responsibilities
- Agreement by Student Employee to Maintain Confidentiality and Privacy of Records Pertaining to Students, Faculty and Staff

26. What Identification do I need? Your validated John Jay College ID is mandatory. (Must have current semester sticker) Submit one item from List A or 1 item from List B **AND MUST SUBMIT 1 item from List C**

List A

- US Passport
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)

List B

- Drivers License, State ID or Learners Permit Card (from US) w/ photo & demographic information
- John Jay College School ID with current validation sticker
- Voter's Registration Card
- U.S. Military Draft Card
- School record, Report Card; clinic or hospital card (if you are under 18 years of age)

List C

- Social Security Card or Certificate of Birth Abroad (Form FS-545)
- Certificate of Report of Birth (Form DS-1350)
- Employment Authorization document issued by Department of Homeland Security

27. What if I am a Freshman?

Entering freshman cannot work until they have completed a semester and have satisfactory academic progress, 2.0 GPA.

28. What is the hourly rate?

Rates can vary based on job selection or Academic Standing. However, the On campus rate is \$7.50 for Undergraduate students and \$9.00 for Graduate students.

Appendix- Additional Forms

Federal Work Study (FWS) Employment Forms- (I-9, W4, IT-2104 and IT-2104E)

(Refer to the web sites below for the Required FWS Forms)

1. Form I-9, Employment Eligibility Verification <http://www.uscis.gov/files/form/i-9.pdf>
2. W4- Employee's Withholding Allowance Certificate
<http://www.irs.gov/pub/irs-pdf/fw4.pdf>
3. IT- 2104- Employee's Withholding Allowance Certificate <http://www.gvboces.org/si/2009IT2104.pdf>
4. IT-2104-E- Certificate of Exemption from Withholding
http://www.tax.state.ny.us/pdf/2009/fillin/wt/it2104e_2009_fill_in.pdf

Federal Work Study (FWS) Contract for Work Study Placement

(Placement Officer will provide you with this form)