

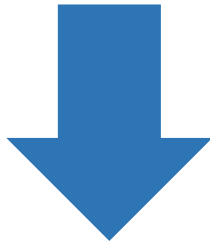
ATTN: FWS Supervisors

Subject: Federal Work Study Student Intake Process 2016-2017

NOTE: The student intake process is a two-step process for this upcoming year. Please see below for a description of what the student is instructed to do during each step of the process and what your responsibilities are.

Students make an appointment through Ventus to come to Jay Express after they are awarded and have accepted their FWS award [<https://www.ventusappointment.com/Booking/Booking/Index/JohnJay>]

- The student is given instructions on:
 - How to search the John Jay Job Bank
 - How to apply for jobs after they have chosen jobs from the Job Bank
 - i.e. send resume and writing sample to the email listed (if requested) and schedule an interview
 - Labor Form: bring with them to interviews; bring back to the FWS Office after they are hired (signed by both the student and their new employer)
 - Identification Documents: Students are given a list of the acceptable documents they must bring with them after they are hired for the FWS office to retain a copy (will bring the Labor form and their ID/s).
- Supervisors: The labor form should serve as your offer letter to the student. It should be filled out together with the student (\$11/hour for Undergrad and \$13/ hour Graduate) and signed.



- Students make an appointment to come to Jay Express after they are hired [<https://www.ventusappointment.com/Booking/Booking/Index/JohnJay>]
- They are to bring with them:
 - Signed (by both the student and employer/ supervisor) Labor Form
 - Acceptable IDs (FWS makes and retains a copy of the ID/s)
- At this time, the students will fill out the FWS Contract, which includes:
 - Student/ Employer Acknowledgements Form
 - Student Responsibilities
 - Confidentiality Agreement
 - I-9, W-4, and IT-2104/ IT-2104-E
 - Information on Direct Deposit and how to register for the Career Center Orientation
 - Timesheet Submission Schedule: reminded to keep track of their hours worked so as not to exceed their FWS award.
- Students are given instructions to:
 - Take the 'Student/ Employer Acknowledgements Form' to their supervisor and have it signed by both their supervisor and an alternate supervisor
 - Return the signed and completed 'Student/ Employer Acknowledgements Form' to the FWS Office for processing.