

FWS Intake Process Layout 2017-2018

ATTN: Incoming FWS Students

Subject: Intake Process

NOTE: The FWS intake is now a two-step process. Please see detailed instructions of each step and what your responsibilities are

You have accepted your FWS award on CUNYfirst, have scheduled your first meeting to come to Jay Express. At this meeting, you are given instructions on:

- How to search the John Jay Job Bank and how to apply
- Given the **Labor Form**: bring with you to interviews
- Given instructions to attend/ sign up for the **orientation at the Career Center** and how to sign up for **Direct Deposit**

You have been to interviews and obtained a job. You fill out the Labor Form (i.e. offer letter) with your new supervisor. Now, your next steps are to make another appointment to finish the intake process at the FWS office. During this appointment you need to bring:

- **Labor Form**: bring back to the FWS Office (signed by both the you **and** your new employer)
- **Identification Documents**: Refer to the I-9 list that was discussed with you at the first meeting (example: 1 item from List A, such as passport -OR- 1 from list B AND 1 from list C such as Social security card and NYS ID)

During this second appointment, you will fill out the following (all documents provided by the FWS office):

- Student/ Employer Acknowledgements Form, Student Responsibilities form, Confidentiality Agreement
- I-9, W-4, and IT-2104/ IT-2104-E

After filling out these documents, you are given reminders/ instructions to:

- Take the 'Student/ Employer Acknowledgements Form' to supervisor and have it signed by **both** supervisor and an alternate supervisor
- Timesheet Submission Schedule: reminded to keep track of hours worked
- Orientation and Direct Deposit information (if not already completed)
- **Return the signed and completed 'Student/ Employer Acknowledgements Form' to the FWS Office for processing.**