

## ***Interested in Working in the Federal Work Study (FWS) Program?***

### **What to Do?**

- 1- View your ESIMS Account to verify if you have an FWS Award. If you do not have an award you will not be able to participate in the Program.
- 2- Log onto the John Jay College FWS Resource Page at [www.jjay.cuny.edu/3223.php](http://www.jjay.cuny.edu/3223.php)
- 3- Click the appropriate link "**New FWS Student**", or "**Continuing Student**".
- 4- Read through until "**How to Get a Job**", be sure to click on "**Step 2 Required Forms**" at the bottom of the Job Bank.
- 5- Review positions in the Job Bank and copy down all pertinent information.
- 6- Download Forms and bring your Identification to see a staff member in the Financial Aid Office, Room 1280N (Enrollment Management Reception area) to be **\*screened**. Make sure to download the checklist. **You will receive a Contract (indicating the rate, total hours and recommended hours), a two page Contract of Responsibilities and a Pass to Return.**
- 7- Schedule an appointment for an interview in the Department listed in the Job Bank. Once offered the position, provide the Supervisor with the Contract for completion.
- 8- Bring the **Signed Contract, the two page Contract of Responsibilities and the Pass to Return** back to the Financial Aid Office to receive your pink copies. **(The yellow copies will be sent directly to your supervisor with Time Sheets).**  
**STUDENTS ARE NOT AUTHORIZED TO HANDLE TIME SHEETS.**

### **\*What does it mean to be screened?**

Staff members in the Financial Aid Office will need to verify the following:

<b>THAT YOU:</b>	<b>THAT YOU ARE <u>NOT</u>:</b>
<ol style="list-style-type: none"> <li>1- <b>Have an Award</b></li> <li>2- <b>Are registered for six equated credits for the Fall semester and have a zero balance on your bill</b></li> <li>3- <b>Are in good satisfactory academic progress (2.0 for Undergraduates, 3.0 for Graduate Students)</b></li> </ol>	<ol style="list-style-type: none"> <li>1. <b>On academic probation</b></li> <li>2. <b>*Overawarded</b></li> </ol> <p><b>*An overaward is created when a student's aid package combined with all other resources exceeds a student's financial need, as defined by the federal government. An overaward may result in loss of Federal Work Study Funds.</b></p>

### **What do I Download?**

1. FWS Checklist
2. Job Application
3. Agreement to Maintain Confidentiality
4. \*\* I-9 Employment Eligibility Verification Form –
5. \*\* W4 Employee's Withholding Allowance Certificate (Federal Form)
6. \*\* IT-2104 Employee's Withholding Allowance Certificate (NYS Form)
7. \*\*IT-2104-E Certificate of Exemption from Withholding
8. Record of Available Hours (for your records)
9. **Time Sheet Submission Schedule (Payroll Calendar)**

**\*\* DO NOT DATE THE FORMS UNTIL YOU HAVE BEEN SCREENED**

### **What Identification do I need?**

John Jay College Identification Card **with** Proof of Citizenship (USA Passport, Permanent Resident/ Alien Registration Card **OR** Birth Certificate **OR** Social Security Card

**Note:** If you don't have anything from this list, review page five of the following for a List of Acceptable Documents <http://www.uscis.gov/files/form/i-9.pdf>

### **Placement**

You may start work when you return the signed contract to the Financial Aid Office. If the desired position is filled, return to the job bank by visiting <http://johnjay.jjay.cuny.edu/workstudy/jobview.aspx> to look for another position.

**The Student Handbook and List of Commonly Asked Questions may also be accessed via the web portal <http://www.jjay.cuny.edu/3223.php> click the links indicated by FWS Manual and Frequently Asked Questions.**