**FWS Placement Steps**



**Step 1:** To access the student employment link at CCNY go to

<https://ccny.studentemployment.ngwebsolutions.com>. Click on the “Students” link; Click on the “Instructions on How to Navigate JobX and FWS Placement Steps”. This document will provide you with instructions on how to apply for jobs using the Student Employment system. If you require assistance, please contact the Office of On-Campus Student Employment (Shepard Hall Room 53A).

**Step 2:** FWS job listings went “live” September 1, 2011. Click on the “Find a Job” link, click “On Campus FWS Jobs” then read the disclaimer and click “I agree.” Once you find a job that interests you, click on the “Job Title” link and then click “Click here to apply for this Job” to complete an application. **You may apply for up to three jobs.**

**Step 3:** Complete the online application for each job that you have selected. Be sure to provide all the requested information (incorrect entries will cause your application to be rejected). Click on the “Submit Application” button. Although a resume is **not** required for FWS jobs, you may choose to add a resume to your application. Click “Apply”. An application receipt will appear on the screen once your application has been submitted. Print this receipt for your records.

**Step 4:** Your application is automatically emailed to the job location(s). If a supervisor is interested in interviewing you, you will receive an email sent to your CCNY email account or a phone call at the number provided on the application from the supervisor(s).

**Step 5:** You will then be interviewed by the prospective supervisor(s). After the interview, if the supervisor is interested in hiring you as a FWS student, the supervisor will submit a hire request to the Financial Aid Office via the Student employment database. The supervisor will give you a Federal Work-Study Contract, which you will need to sign, along with the Statement of Supervisor’s Responsibility form signed by the supervisor(s). **You may apply for additional jobs if you have not been selected for any of your initial three jobs.**

**Step 6:** In the CCNY’s Student Employment system, click on the link “Required Forms Federal Work-Study”. Before proceeding to step 7, **print** and **complete** the following forms:

**W-4** (*Federal Tax Form*)   
**IT-2104**/ or **IT-2104-E** (*State Tax Form Non-Exempt/ or Exempt*)

**Confidentiality Form**

**I-9** (*Employment Eligibility Form*)

The I-9 is a federal form that requires you to provide documentation showing your eligibility to work in the United States. Please read the form listed in this email to see what documents you need to provide. All forms of Identification (ID’s) must be unexpired and brought in for viewing. Bring original **and** photocopies. Without the proper ID’s, your paperwork will not be eligible for processing and will delay your start date.

**\*\* Please do not report to the Financial Aid Office until Steps 1-6 has been completed. \*\***

**Step 7:** Please bring these completed forms **along with the Federal Work-Study Contract, and the Supervisors Responsibility Form** on one of the designated dates, times and locations below:

**Spring 2012 Eligibility Screening Dates At the Financial Aid Office A-104**

***\*\* Before coming to the financial aid office, you must have a Federal Work-Study (FWS) contract, the Statement of Supervisor’s Responsibilities form; and the hiring supervisor must submit a request for hire. \*\****

|  |  |
| --- | --- |
| **Date** | **Time** |
| **Thursday 2/2/12**  **A-F** | **10:00 am – 3:00 pm** |
| **Tuesday 2/7/12**  **G-L** | **10:00 am – 3:00 pm** |
| **Thursday 2/9/12**  **M-R** | **10:00 am – 3:00 pm** |
| **Tuesday 2/14/12**  **S-Z** | **10:00 am – 3:00 pm** |
| **Thursday 2/16/12**  **A-F** | **10:00 am – 3:00 pm** |
| **Tuesday 2/21/12**  **G-L** | **10:00 am – 3:00 pm** |
| **Thursday 2/23/12**  **M-R** | **10:00 am – 3:00 pm** |
| **Tuesday 2/28/12**  **S-Z** | **10:00 am – 3:00 pm** |
| **Thursday 3/1/12**  **A-L** | **10:00 am – 3:00 pm** |
| **Tuesday 3/6/12**  **M-Z** | **10:00 am – 3:00 pm** |
| **Thursday 3/8/12**  **A-L** | **10:00 am – 3:00 pm** |
| **Tuesday 3/13/12**  **M-Z** | **10:00 am – 3:00 pm** |
| **Thursday 3/15/12**  **A-Z** | **10:00 am – 3:00 pm** |
| **Tuesday 3/20/12**  **A-Z** | **10:00 am – 3:00 pm** |
| **Thursday 3/22/12**  **A-Z** | **10:00 am – 3:00 pm** |

**Step 8**: Once the Financial Aid Office receives the Supervisor’s request to hire you via CCNY Student Employment website and you’ve submitted all the required forms; you and the supervisor will receive an email at your CCNY email address stating that the hire request has been approved and you can start working.

\*\*\***Do not report to work until you receive this approval email. \*\*\***



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Financial Aid Office

**Federal Work-Study Student Placement Checklist**

Please use this checklist in order to help guide you through the Federal Work-Study (FWS) Placement. Your FWS Placement has been completed once all areas are checked off below:

( ) I have a FWS award for the current academic year and registered for at least 6 credits.

( ) I have my CCNY e-mail USERID identification and password.

( ) I have applied for at least three jobs online at https://ccny.studentemployment.ngwebsolutions.com

( ) I have interviewed with my prospective FWS supervisor.

( ) I have submitted a signed contract by me and my supervisor to the Financial Aid Office.

( ) I have submitted the Supervisors’ Statement of Responsibility to the Financial Aid Office.

( ) I have submitted the Student’s Confidentiality Form to The Financial Aid Office.

( ) I have submitted all my tax withholding forms to the Financial Aid Office.

( ) I have submitted the appropriate identification for employment (see I-9 Form instructions).

( ) Financial Aid Office confirmed my FWS eligibility.

( ) I understand that I **canno**t start working until I receive an e-mail from the Financial Aid Office.

( ) I have received an e-mail from Financial Aid, Federal Work-Study Office to my CCNY

E-mail address approving my hire, **which indicates my start date**.

***Notice:***

The last day to work for **Fall 2011** is **December 22, 2011**. *If you worked during the fall semester,* ***you must stop working*** *on this date. If you have remaining money to work, you may resume working either during the Intersession and/or the Spring semester.*

First day for **Intersession** placement and work start date is **December 27, 2011.** Last day to work during the **Intersession** is **January 26, 2012**.

First day for **Spring** placement and work start is **February 2, 2012**. The last day to work for spring is

**May 24, 2012.**

**\*\*Attention\*\***

**There should be absolutely *no* corrections made to your Student Aid Report (SAR) FAFSA application after the eligibility screening has taken place. If you make corrections, it may affect your Federal Work-Study (FWS) award. If corrections are needed, please contact the Financial Aid office.**

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