



FEDERAL WORK-STUDY (FWS) AND WORK-STUDY JOB PLACEMENT

Federal Work-Study (FWS) is campus-based federal Title IV financial aid that comes in the form of employment. The FWS program provides students with an opportunity to be placed in a part-time job that accommodates their academic schedule.

Application Process: The FAFSA is the application that is used for federal grants and federal work study.

Eligibility Requirements

- Students must enroll in a matriculated course of study and register for at least six credits.
- Students receive FWS funds according to the number of hours worked. The rate of pay is at least minimum wage.
- Students are encouraged to choose job placements with an eye towards community service and/or future vocational interests.

FWS funds are limited and are awarded to students on a first come, first served basis. File early for the best possibility of receiving FWS funds.

STEPS 1 & 2 OF FEDERAL WORK-STUDY JOB PLACEMENT

Step 1: Access KBCC's Federal Work-Study Resource page at www.kbcc.cuny.edu -> [Inside KCC](#) -> **Logon -> "Applying for a Job"**

Your User name will be your:

Kingsborough student email address

Firstname.lastname##@students.kbcc.cuny.edu

Your Password will be your:

Kingsborough student email password

Note: All federal work-study correspondence will be sent to your KBCC email account. KBCC students are assigned an email account upon completion of a successful registration. The college strongly recommends that you log in to your e-mail account at least once every 6 months, to ensure that your messages and attachments are kept intact. In the event that you do not log in to your email account for an extended period of time, it will be disabled. If your account is disabled, you must reactivate it to receive any emails. **All federal work study students must have their KBCC email account active before applying for a job.**

If you encounter any problems accessing your KBCC email account or need assistance reactivating your KBCC email account, please contact:

KBCC Help Desk

Phone: 718-368-6679 E-mail: helpdesk@students.kbcc.cuny.edu

Step 2: Searching for Job

Go to The Federal Work-Study Resource Page and click on the "Search for a Job" link. Select either the "Quick Search" or "Advanced Search" or "**Show All Active Jobs**" tab to view the available jobs. Click on the Job Title for the job that you are interested in to view the Job Details.

STEP 3: APPLYING FOR A JOB

You can also submit an online job application by clicking on the "Apply for this Job" link and completing the application. All the requested information must be completed on the application. Incorrect entries will cause your application to be rejected. Once your application is completed print your receipt for your records. **If you do not receive an email response within 72 hours on the status of your application, contact the supervisor directly by phone or by visiting the department.**

Note: Please do not apply for more than four jobs at a time. You can only work at one site at any given time. You must choose your job site wisely by reading the entire job description. Discuss the job duties and work schedule with the supervisor before you accept a position (during the interview). Once you accept a job position, you are expected to remain at that job site until you have exhausted your FWS funds.

STEP 4–6: INTERVIEW PROCESS

Step 4: After the interview, if the supervisor is interested in hiring you, supervisor **must** submit an online hire request for you.

Step 5: Print and complete the following forms:

- [Notice and Acknowledgement of Pay Rate and Payday](#)
- [FWS Rights & Responsibilities Fact Sheet](#)
- [Form W-4 Employee's Withholding Allowance Certificate](#)
- [Employment Eligibility Verification Form I-9](#)
- [Form IT-2104 NYS Employee's Withholding Allowance Certificate](#) **or** [IT-2104E NYS Certificate of Exemption from Withholding](#)
- [Family Educational Rights and Privacy Act Non-Disclosure Agreement \(FERPA\)](#)

Step 6: Submit the completed forms to the financial aid office along with the acceptable documents listed on the last page of the I-9 form to establish your identity and employment authorization.

Note: The Financial Aid Staff cannot assist students in completing their tax forms (W-4, IT-2104 and IT-2104E). If you have any questions AFTER you have read the instructions on the forms, please contact: The Internal Revenue Service (IRS) **for the W-4 form.** The New York State Department of Taxation and Finance for **the IT-2104 and IT-2104E Forms.**

Step 7: Once the Federal Work Study Office receives your hire request, you and the supervisor will receive an email stating that your hire request has been approved. **Do not report to work until you receive an approval email.** If you encounter any problems, please inform the Financial Aid Office staff. Once the Federal Work Study Office receives your hire request, you and the supervisor will receive an email stating that your hire request has been approved. **Do not report to work until you receive an approval email.**

If you encounter any problems, please inform the Financial Aid Office staff.

STEP 8: REVIEW OF TIMESHEET

Step 1: Access KBCC's Federal Work-Study Resource page at www.KBCC.cuny.edu -> Inside KCC- > Logon - > Entering Time Sheet

Step 2: Click 'My Timesheets' from the NavBar

Step 3: Enter a Timesheet

- Click your job title to view your timesheets
- If this is the first time you are entering a timesheet for the current pay period, click 'Start Timesheet'. If you have already entered time for the current pay period, the link will be labeled 'Go to Timesheet'.
- Click 'OK' on the confirmation dialog box
- Click 'Add a New Entry' to enter your time
- Select the start time for the day you are entering time
- Select the end time for the day you are entering time
- Optional: Add break time if needed.
- Click 'Add' to save your time entry.
- If you are finished entering time, click 'Return' to return to your list of jobs.
- If you wish to log out, click the 'Log out' button and you will return to the Student Employment Home Page.

Step 4: Submit your Timesheet

- Click 'Go to time sheet' to review your entries
- Click 'Hand in this Time Sheet'
- Click 'Submit Time Sheet'
- Click 'OK' to confirm

Your timesheet is now pending approval by a supervisor. You cannot access it again unless your supervisor rejects it.