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

What to Do?

1. View your ESIMS Account to verify if you have a FWS Award. If you do not have an award, you will not be able to participate in the FWS Program.

2. Log on to the John Jay College FWS Resource Page at **www.jjay.cuny.edu/3223.php** for forms and steps to receive FWS.

3. See a staff member in the Financial Aid Office, Room 1280N for a FWS contract and packet (Enrollment Management Reception area) to be ***screened**.

4. Attend a **mandatory** FWS workshop orientation with the **Center for Career & Professional Development before** interviewing with the department or agency of interest. Check for availability and register online at **www.jjay.cuny.edu/careers**.

5. Review the positions in the Job Bank by visiting **http://johnjay.jjay.cuny.edu/workstudy/jobview.aspx.** 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.

6. Bring the **signed contract, identification cards, and FWS packet** back to the Financial Aid Office to receive your pink copies**. (The yellow copies will be sent directly to your supervisor with time sheets)**.

*What does it mean to been screened? Staff members in the Financial Aid Office will need to verify the following:

THAT YOU:	THAT YOU ARE **NOT**
☑ Have a Federal Work Study Award	☑ On academic probation
☑ Are registered for six equated credits for the Fall or Spring semester and have a zero balance on you bill	☑ *Over awarded
☑ Are in good satisfactory academic progress (2.0 GPA for Undergraduate, 3.0 GPA for Graduate Students)	An over award is created when a student's aid package combined with all other resources exceeds the student's financial need, as defined by the Federal Government. An over award may result in loss of Federal Work Study Funds.

What do I Download?   ** DO NOT DATE THE FORMS UNTIL YOU HAVE BEEN SCREENED

1. I-9 Employment Eligibility Verification Form
2. W4 Employee's Withholding Allowance Certificate (Federal Form)
3. IT-2104 Employee's Withholding Allowance Certificate (NYS Form)
4. IT-2104-E Certificate of Exemption from Withholding
5. Record of Available Hours (for your records)
6. Time Sheet Submission Schedule (Payroll Calendar)

What Identification do I need?

Proof of Citizenship (USA Passport, Permanent Resident/Alien Registration Card) **OR** John Jay College ID **OR** Government Issue Identification Card **WITH** Birth Certificate **OR** Social Security Card

Placement:

You may start work when you return the signed contract to the Financial Aid Office and have attended orientation with the Center for Career & Professional Development. 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.