



## FEDERAL WORK-STUDY PROGRAM (FWS) - Frequently Asked Questions

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### What is Federal Work-Study (FWS)?

Federal work-study (FWS) is a program that offers students the opportunity to work part time, on-campus or off-campus, to help pay for the costs of their education. Educational expenses go beyond tuition and fees. These funds can be utilized to finance other expenses, such as books and supplies or travel expenses. These earnings are not credited to the student's tuition.

### Who is eligible for Federal Work-Study (FWS)?

Students eligible to participate in this program must have a completed Free Application for Federal Student Aid (FAFSA) on file. To be eligible for Federal Work-Study the student must:

- Be matriculated and enrolled at least half-time (6 credits or more).
- Be a U.S. Citizen, permanent resident alien, or other eligible classifications of non-citizen.
- Be in good academic standing at the college and maintain satisfactory academic progress according to federal guidelines.
- Demonstrate financial need.

### What is the process to start to earn my Federal Work Study award?

Students are notified through their financial aid award letter if they were awarded work-study. If a student never participated in the program they will be required to complete the online FWS Student Orientation and submit the "Students Rights & Responsibilities" form along with the FWS packet. The next step is for students to search for a job on-campus or off-campus from the FWS site. After the student has been hired they are required to print and complete all the Federal Work-Study forms available online. Students must submit the completed forms back to SFS Payroll office, C-113. The FWS agreement/contract must be completed and signed by the supervisor and students. Students are also required to submit identification to fulfill the Employment Eligibility Verification USCIS I-9 form. Students must not begin working without authorization from the work-study office. Students who have **not** been awarded FWS funds in CUNYfirst, must complete the **2019-2020 FWS Request form** available in the SFS-Payroll office, C-113.

### How many hours can I work per week?

Students are allowed to work up to 20 hours a week until they have earned their FWS award each semester. Students are paid bi-weekly. The payroll schedule can be found on the FWS site.

### Can I use FWS hours for my internship?

Both your FWS Coordinator and Supervisor must agree to the internship before you may use your federal work-study job to fulfill your internship requirement. It is also up to the internship department to approve your assignment.

**What is NextGen?** It is a FWS software package that allows us to provide students with online placement and electronic timesheet submission. Students awarded FWS funds will receive an email with link and instructions.

### Where do I find On-Campus FWS positions?

The on-campus job listings are available on the FWS site. Students will be able to search and apply for jobs they are interested in online. If the students are selected and hired they must complete the FWS agreement/forms available online and submit it to SFS-Payroll office, C-113 for processing. Students will receive an email confirmation to begin work once the forms are processed.

### How do I apply for Off-Campus positions?

Students interested in working off-campus will also need to search and apply for jobs from the job listing available on the FWS site. If students are selected and hired they must complete the FWS agreement/forms available online and submit it to SFS-Payroll office, C-113 for processing. Students interested in working with Public Service Corps (PSC) will need to complete a PSC application, available in SFS-Payroll office, C-113.

### What is the pay rate?

The current pay rate is \$15.00 per hour for all on-campus positions. Off-campus jobs are set at the current minimum wage of \$15.00 per hour. Public Service Corps positions have a range of pay rate according to the student's academic level, starting from \$15.75.

### Am I required to have Direct Deposit?

You are required to set up Direct Deposit in order to have your Federal work-study checks deposited directly into your own bank account. You can sign up on your CUNYfirst Self-Service or visit the Bursar Lab in Room C-111 for assistance. [Click here for Direct Deposit Instructions](#)

### Am I required to file a tax return?

Federal Work Study wages are reportable income earnings. The student is issued a W-2 form detailing the wages earned for the appropriate tax year in December. It is the student's responsibility to make sure they file the appropriate Federal and State tax forms to report all income earned if required by tax laws. Sign-up to receive your FWS W-2 Form electronically from your CUNYfirst account.