Student Financial Services

Welcome

FEDERAL WORK-STUDY STUDENT ORIENTATION

Federal Work-Study Program
SFS, C-107

LaGuardia
Community College

Federal Work-Study Overview

- The Federal Work-Study (FWS) Program offers students an opportunity to earn money by working part-time and gaining valuable work experience.

- Federal Work-Study is a grant which you earn by working on or off-campus.

- Federal Work-Study funds must be earned, it will not appear on your tuition bill.

- FWS earnings/income must be reported on the FAFSA application whether you file a tax return or not.

- FAFSA is available as early as October 1st . You must complete a new FAFSA by April of every year, in order to receive FWS funds and to continue working again each academic year.

PROGRAM REQUIREMENTS

- Your Financial Aid has been completed and processed

- You have taken care of all the items on your "To Do List"

- You have accepted your Federal Work-Study award on your CUNYfirst account

- Must be a degree student and registered for at least 6 credits.

- Must be meeting Satisfactory Academic Progress

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FWS Job Placement Process
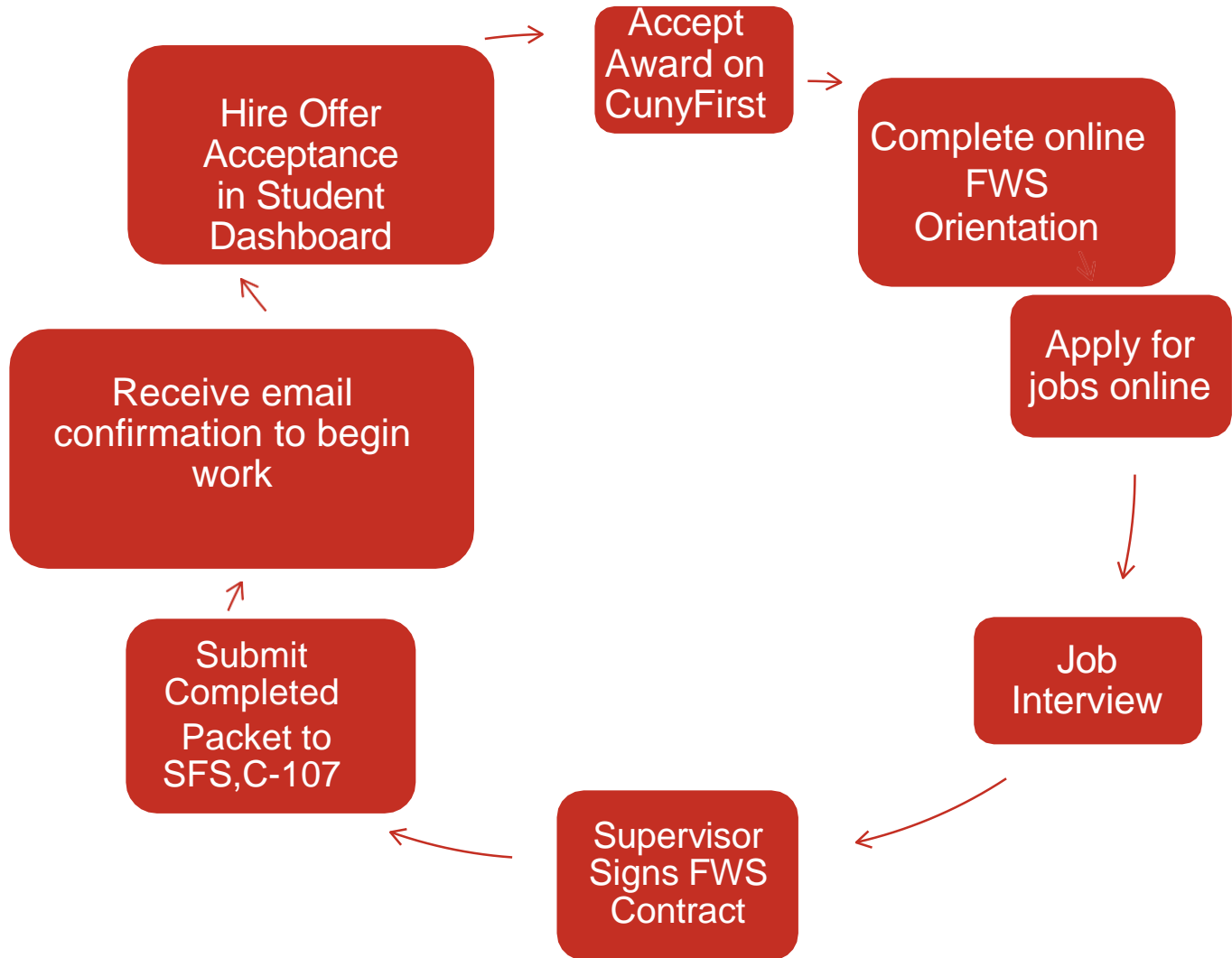
Federal Work-Study Offer Acceptance – Student Dashboard

- If you have been hired you must go into your Student Dashboard and "Accept the Offer"

FWS Pay Rate for 2023-2024

- The pay rate is $16.00 per hour for all on- campus positions.

- Off-Campus positions pay rate varies from $18.00 per hour to $20.00 per hour.

- Public Service Corps (PSC) pay rate starts at $16.00 per hour.

Tips for FWS Job Interview

Before inquiring about any position on-campus or off-campus we suggest you consider the following:

- **Attend your interview in proper attire.**

- **Provide the interviewer with your resume.**

- **It is important to acknowledge the fact that other individuals are also applying for the same job as you are.**

- **Think about how many hours you would like to work, taking into account your class schedule and maximum 20 hours per week.**

Work Etiquette:

- Treat your placement as you would in a professional job.

- Be on time. Notify your supervisor if you will be late or absent. Failure to do so may result in termination.

- Ask to speak to your supervisor if you have any questions or concerns.

- Give your supervisor sufficient notice before you decide to resign or relocate to a different job site.

- Communicate, ask questions and learn. This is an opportunity to gain valuable work experience.

- Ask for a letter of recommendation at the end of your job placement.

Work Etiquette Cont'd:

- Any possession and use of drugs and alcohol are prohibited at work.

- Make sure that the correct hours are recorded before you submit your timesheet.

- You may not post any information regarding colleagues or supervisors on social media.

- Information related to your job should not be disclosed with others nor posted on social media.

- Do not engage in spending excess time on your personal business at work.

- The use of the department email is **only** allowed when the student is authorized to do so.

- Students are required to remain professional while on the job; no form of misconduct will be tolerated.

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FWS Regulations:

- You cannot work more than 20 hours per week.
- You may work during session 2, as long as you are registered for 6 or more credits in session 1.

- You may **not** work during scheduled class time.
- Give yourself 15–30 minutes intervals between class and time to report to work.

- You must complete and submit your FWS contract/packet to the FWS Office **every** academic year before you are hired.
- You can begin to work **only** after you receive confirmation from the FWS Office.
- All email correspondence will be sent to your student email account and/or your preferred email address in CUNYfirst.
- Make sure all the documents are signed and dated before you submit them to the FWS Office to avoid delays.

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Regulations Cont'd:

- If your enrollment falls below 6 credits in session 1, you must stop working immediately.

- After six consecutive work hours, you must take a **mandatory** 30 minute UNPAID break.

- You must sign-in and sign-out electronically each day you report to work.

- You may not leave the work-site during scheduled work hours for any non-work related task. If you are asked to make personal errands by your supervisor, contact the FWS office immediately.

- You are responsible for keeping track of your hours. Do not continue working if your FWS award is exhausted.

- Review your paycheck in CUNYfirst after every pay period.

- Payments WILL NOT be made for any hours worked in excess of your award. *Keep track of your hours!!*

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CUNY Computer Resource and Equal Opportunity & Non-Discrimination Policy:

➢ Students may not access a CUNY Computer Resource without authorization or use it for purposes beyond the scope of authorization within or outside of CUNY. CUNY Computer Resources may not be used for any purpose or in any manner that violates CUNY rules, regulations or policies, or federal, state or local law. For more information, please visit CUNY Computer Use Policy: - Accessible

➢ Students can view the Equal Opportunity and Non-Discrimination Policy on the college website at https://www.laguardia.edu/uploadedFiles/Main_Site/Content/Departments/Legal_Affairs_Compliance_and_Diversity/Docs/CUNY-Policy-Equal-Opportunity-and-Non-Discrimination.pdf

Important steps you must take to complete your timesheet:

1. Print the paper sign-in sheet available online at the start of each pay period

2. Enter the start and end times on the days you work

3. Transfer the information from your paper sign-in sheet to your online timesheet

4. Review your paper sign-in sheet against the online timesheet to make sure it matches, otherwise your paycheck may be delayed.

5. Submit the paper sign-in sheet to your supervisor by Friday before each timesheet due date. ***

6. Submit the online timesheet for approval by the student's submission due date, refer to the Payroll Schedule for due dates.

*** Failure to submit your paper sign-in sheet will result in delayed payment.

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PAYROLL REMINDERS

Check the pay period schedule at

[2023-2024 FWS Weekly Payroll Schedule.pdf](ngwebsolutions.com)

[(ngwebsolutions.com)](ngwebsolutions.com)

DIRECT DEPOSIT – You must set up Direct Deposit in order to have your Federal Work-Study checks deposited into your bank account. You can sign up on your *CUNYFirst* Self-Service or visit the Bursar Lab, C-111 for assistance.

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REVIEW YOUR PAYCHECK
In your CUNYfirst Account :

1. HR/Campus solutions

2. Go to: Self Service

3. Click: "Payroll & Compensation"

4. Click "View Work-Study Paycheck"

5. Click the link of the paycheck you wish to view.

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Congratulations!

You have completed the FWS student orientation and are now eligible to find a placement online.

Student Name: _____

Empl ID: _____

Date Completed: _____

Print, complete and submit this page along with your FWS packet to SFS in C-107

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Questions???

Questions and Inquiries should be sent to:

FWSJOBS@lagcc.cuny.edu

Or visit Student Financial Services in C-107

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