

## **FWS Program- Quick Start Guide for Student**

### **FWS- Placement Process**

**Step 1:** Access at <https://laguardia.studentemployment.ngwebsolutions.com/Login> with your LAGCC email and password. **Note:** Link is best compatible with Chrome or Firefox.

**Note:** All federal work-study correspondence will be sent to your LaGuardia CC email account. LaGuardia CC students are assigned an email account upon completion of a successful registration. The college strongly recommends that you login 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 login to your email account for an extended period of time, it will be disabled. If your account is disabled, you must re-activate it to receive any emails. **All federal work study students must have their LaGuardia CC email account active before applying for a job.**

If you encounter any problems accessing your LaGuardia CC email account or need assistance re-activating your LaGuardia CC email account, please contact:

**Student Information Center**

**Phone: 718-482-5935**

**E-mail: [callcenter@lagcc.cuny.edu](mailto:callcenter@lagcc.cuny.edu)**

### **Step 2: Searching for Job**

From the Homepage, click on ‘Search for a Job’. Select either the ‘Quick Search’ or ‘Advanced Search’ or ‘**Show All Active Jobs**’ tab to view the available jobs. Click ‘I agree’ in the Disclaimer. Click on the Job Title for the job that you are interested in to view the Job Details.

### **Step 3: Applying for Job**

You can also submit an online job application by clicking on the ‘Apply for selected Jobs’ link and completing the application. All the requested information must be completed on the application, incorrect entries will cause your application to be rejected (students must use their LaGuardia CC email address when completing the application).

You may choose to add a resume to your application. Select the ‘browse’ button to find your resume on your computer and click the ‘Submit’ button to upload the file. If you do not wish to upload your resume, click ‘NEXT’ to continue.

An application receipt will appear once you submit an online application. Print this receipt for your records as it will be the only proof that you applied for that position. Your application will be emailed to the supervisor for review. All emails correspondence will be sent to your LaGuardia CC email account. **If you do not receive an email response of your application status, you may 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 (during the interview) before you accept a position. Once you accept a job position, you are expected to remain at that job site until you have exhausted your FWS funds.

**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 required forms:

- FWS Student Rights & Responsibilities Form
- Pay Rate Acknowledgement
- Statement of Minimum credits
- Family Educational Rights and Privacy Act Non-Disclosure Agreement (FERPA)
- FWS Student/Employer Acknowledgments (***supervisor must complete this form only***)
- Form W-4 Employee's Withholding Allowance Certificate
- Form IT-2104 NYS Employee's Withholding Allowance Certificate **or** IT-2104E NYS Certificate of Exemption from Withholding
- Copy of Acceptable documents and the originals for I9 form

**Step 6:** Submit the completed forms to the SFS-Payroll office in C-113 along with acceptable documents listed on the last page of the I-9 form to establish your identity and employment authorization.

**Note: The SFS-Payroll 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.**

## **FWS- Time Entry/Timesheet Submission Process**

**Note:** You may enter your start time and end time on this site on each day you report to work. Your supervisor may also have you complete a paper sign-in sheet available online in order to approve the days and times you worked.

**Step 1:** Access at <https://laguardia.studentemployment.ngwebsolutions.com/Login> with your LAGCC email and password. **Note:** Link is best compatible with Chrome or Firefox.

### **Step 2: Time Entry**

- Click 'Submit your Timesheets' from the "Student" Box on the Homepage.
- Enter your LaGuardia e-mail address and password and click 'Submit'
- Click on the 'Job Title' link 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.

### **Step 3: Submit a Timesheet**

- Click 'Submit your Timesheets' from the "Student" Box on the Homepage.
- Enter your LaGuardia e-mail address and password and click 'Submit'
- Click on the 'Job Title' link to view your timesheets
- If you have already entered time for the current pay period, click on 'Go to Timesheet'.
- Click 'OK' on the confirmation dialog box
- Click 'Submit Timesheet'
- Click 'OK' to confirm
- If you wish to log out, click the 'Log out' button and you will return to the Student Employment Home.

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

**Logging Off:** Please note that you will need to close out of the browser completely in order to log out of the system. If you encounter any problems, please inform the SFS – Payroll Office staff in room C-113.