



Dear Student,

Congratulations! You have been awarded Federal Work Study (FWS) for the 2023-2024 Academic Year (September 2023 to May 2024). The FWS Program is a viable program to you, the College and the City of New York. The program affords you the opportunity to earn money to offset your college expenses while at the same time gaining valuable work experience. We truly encourage you to take full advantage of this wonderful opportunity.

You may choose to earn your award during the Fall/Spring 2023-2024 academic year. FWS job listings for **Fall 23** are now available on the [Student Employment website](#). Please be sure to keep checking the website for new job postings which are added daily. If you would like to work beginning in the Fall semester, you may now begin to review jobs. FWS jobs may either be on campus, hybrid or remote. Hybrid or remote FWS jobs will require internet access.

In order to work during the Fall 2023 and/or Spring 2024 semester(s), you must be registered for at least six (6) credits during the Fall and Spring semesters. If you fall below six (6) credits, you will no longer be eligible to participate in the FWS program. In addition, you must be in good academic standing. Below you will find the steps that will need to take place in order to use your FWS.

- **On-campus FWS** jobs are available to view on the Lehman Student Employment website. Salaries for on-campus FWS positions are \$17.00 per hour for undergraduate and graduate students.
- **Off-campus FWS** jobs are available to view on the Lehman Student Employment website. Some off-campus positions require a resume and may pay the New York State minimum wage.
- **Public Service Corps** applications will be available by request via the FWS e-mail.

Steps To Be Completed

Step 1: Job search. Visit our [Student Employment website](#) and select “Find a FWS Job”, click on “On Campus FWS Jobs” then read the disclaimer and click “I agree.” Once you find a job(s) that interests you, click on the box(s) next to “Job Title.” You may apply to multiple jobs at the same time, but can only be hired for one (1) position. Once you have done that, click on “Apply.” You will then be prompted to log on via Lehman 360.

If your access is denied, please contact [Information Technology Help Desk](#).

Step 2: Complete the online application for the job(s) that you have selected. Be sure to

provide all the requested information. Your EMPLID will be prefilled on your application(s) and although a resume is not required for FWS jobs, we recommend you add a resume to your application(s) then click the "Submit" button. An application receipt will appear on the screen once your application(s) has been submitted. Print/save the application receipt for your records along with the supervisors contact information. You must keep track of all the job sites you applied to.

Step 3: Your application is automatically emailed to the job location(s). If a supervisor would like to interview you, you will receive an email or a phone call to the number that you provided on the application. If you have not received an email or a phone call from the job site that you are interested in after 5 business days, you may contact the supervisor on the job listing via email to make sure they have received your application.

Step 4: You will then be interviewed by the prospective supervisor(s). After the interview, if the supervisor is interested in hiring you as a FWS student, the supervisor will submit a "Hire Request" to the Federal Work Study Office via the Student Employment system. **This does not mean that you have been hired.**

Step 5: From "[My Dashboard](#)" you must complete **Employment Forms: I-9 and W-4.**

Step 6: You must complete the following "[Required Forms.](#)" Before proceeding to step 7, **read, print, complete and sign (using a handwritten signature only with blue or black ink) the following required forms:**

1. **Student Responsibility Fact Sheet.**
2. **IT-2104 *or* IT-2104-E** (State Tax Form Non-Exempt or Exempt)
 - Only choose and submit **ONE** of the forms. Read the instructions carefully.
 - Do not complete any fields below the employee signature/ date line.
3. **FERPA Form.**
4. **NYS Labor Law Form.**
 - Complete Section #8 only.
 - Select one box for your primary language, print your name, sign, and date.
 - A copy of the form with a preparer signature will be emailed to you after your hire request is approve

NOTE: THE FINANCIAL AID/FEDERAL WORK-STUDY STAFF CANNOT ASSIST STUDENTS IN COMPLETING THEIR TAX FORMS (W-4, IT-2104 and IT-2104-E). IF YOU HAVE ANY QUESTIONS AFTER YOU HAVE READ THE INSTRUCTIONS ON THE FORMS, PLEASE CONTACT:

- THE INTERNAL REVENUE SERVICE FOR THE **W-4 FORM: (800) 829-1040**

- THE NEW YORK STATE DEPARTMENT OF TAXATION AND FINANCE FOR THE IT-2104 AND IT-2104-E FORMS: (518) 457-5181

Step 7: Once you have completed steps 1-6, **upload** all 4 printed, fully completed, and signed forms via [Lehman 360](#).

When uploading these forms via Lehman 360, be sure to:

- Have a hire request on the Lehman Student Employment website listed.
 - Do not upload documents unless you have a hire request.
- Remember to include all forms in one file.
- Send your forms in PDF format only.

Step 8: Once you upload all your FWS forms and appropriate employment authorization documents, the FWS Office will review your “Required Forms.” Once the review is completed, if any corrections or additional information/action is required a FWS representative will contact you via email.

Step 9: Once your file has been reviewed and finalized, you and the supervisor will receive an email stating that the hire request has been approved and you may start working as per the date listed. **Do not begin to work until you receive this approval email. You will not be paid from FWS funds for hours worked prior to your hire date. Please keep in mind that your award is for the entire academic year.** Monitor your earnings to ensure that if you are eligible, you can continue working for the academic year.

Step 10: We recommend that you sign up for [direct deposit](#). Direct deposit to your bank account eliminates the chance that your check will get lost, misdirected, delayed during delivery, or misplaced once you receive it. Students who do not opt to enroll in an electronic method will receive their FWS check to their home address. If you would like to have your FWS check mailed to you, you must review CUNYfirst to ensure your information is accurate.

Sign up on your CUNYfirst account to enjoy the benefits of direct deposit!

- **Safe:** You don’t have to worry about lost/stolen checks
- **Convenient:** No need to wait in line to cash your check
- **Fast:** Your money is deposited to your bank account as soon as it’s ready

NOTE: If you are having difficulties applying for any jobs, please contact FWS by sending an email to fedwork.study@lehman.cuny.edu and we will help you resolve any issues you may experience.