Federal Work Study Placement:

- **What types of positions are available under Federal Work Study?**
  
  There are 3 types of positions available under the Federal Work Study Program:
  
  1. **On Campus Position** – You will work at one of the departments at Baruch College. A contract is required.
  2. **Off Campus Position**– Organizations off campus have a contract with CUNY to hire FWS students. The organizations are within the 5 boroughs, and starting salary varies depending on the position. A contract is required.
  3. **Public Service Corps (PSC)** – PSC is an internship that pays you through your Federal Work Study grant. An application must be completed with the resume attached, and it must be submitted to Financial Aid Services. You can obtain a PSC application from Financial Aid Services, or by emailing the Federal Work Study Coordinator and requesting one. The starting salary varies. PSC has a separate contract, and all tax forms are submitted to them.

- **Where would I apply to Federal Work Study positions?**
  
  o Undergraduate students would apply to on campus and off campus Federal Work Study positions at the STARR Search Website: [https://baruch-csm.symplicity.com/students/](https://baruch-csm.symplicity.com/students/)
  
  o Graduate students will be able to view a password protected file of available positions on the Federal Work Study webpage, at [http://www.baruch.cuny.edu/financialaid/work_study_prgm.htm](http://www.baruch.cuny.edu/financialaid/work_study_prgm.htm).

- **What forms do I need to provide in order to work, and where do I find them? How do I complete the forms?**
  
  The following forms need to be completed in order to work:
  
  o Signed and completed contract (for on and off campus placements)
  o W4
  o IT 2104 or IT 2104E
  o I-9
  o FERPA agreement
  o Supervisor Responsibilities
  o Labor Pay Notice

  The Federal Work Study Contract is located at Financial Aid Services. All other Forms are located at: [http://www.baruch.cuny.edu/financialaid/work_study_prgm.htm](http://www.baruch.cuny.edu/financialaid/work_study_prgm.htm).

**W4 form**

If you would like to have taxes withheld:

  o On line 5 of the W4 form, indicate the number of allowances you are claiming. If you have no dependents, and no spouse, you can indicate a 0 or a 1.

If you do not want to have taxes withheld:

  o Skip line 5 of the form, and write “Exempt” on line 7.

**New York State Forms (IT 2104 or IT 2104-E)**

If you would like to have taxes withheld:

  o Complete the IT 2104 Form, and indicate the number of allowances you are claiming.
If you do not want to have taxes withheld:

- Complete the IT 2104-E Form. In order to be eligible to complete the IT 2104-E Form, you must meet the following criteria:
  - You must be under the age of 18 or
  - You must be over the age of 65 or
  - You must be a full time student under the age of 25.
- If you do not meet those criteria, you CANNOT be exempt from New York State taxes.

I-9

You must bring in a signed I-9 Form, along with acceptable documentation. You are required to bring in one item from List A, or a combination of items from B and C. All Documents must be unexpired. The list of acceptable documentation is located with the I-9 form, at [http://www.baruch.cuny.edu/financialaid/documents/i-9.pdf](http://www.baruch.cuny.edu/financialaid/documents/i-9.pdf).

FERPA Agreement

- As a student employee at Baruch College, you may be granted access to confidential and private records of students, faculty, staff, and applicants for admission or employment. All of these records are protected from disclosure to third parties under CUNY, as well as Federal and State privacy laws. In particular student records are protected by the Family Educational Rights & Privacy Act (FERPA) and must be treated as confidential.
- You should avoid acquiring student information that you do not need to do your job, nor should you exchange information about students that you may have learned while performing your job. Even a minor disclosure of information (such as telling another student of someone's class schedule) could be a violation and result in penalties including the loss of your job, and possibly the denial of future employment through the FWS program.
- You will be required to sign a statement agreeing that you will abide by the FERPA provisions of confidentiality while you are employed as a FWS student.

Statement of Supervisor Responsibilities

- The Statement of Supervisors Responsibilities form is to be signed by the supervisors who signed your Federal Work Study contract.

Labor Pay notice

- The labor pay notice is to be completed by Financial Aid Services and signed by the student. This form indicates the student pay rate, and is required by New York State.
### What are steps for Federal Work Study Placements?

<table>
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<tr>
<th><strong>On And Off Campus Placements</strong></th>
<th><strong>Public Service Corps (PSC)</strong></th>
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<tbody>
<tr>
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<td><strong>3.</strong> Request a Public Service Corps (PSC) application from Financial Aid Services.</td>
</tr>
</tbody>
</table>
| **4.** Apply for On Campus and Off Campus Jobs. You are required to submit a resume for all positions.  
   a. Undergraduate Students apply for on and off campus jobs on the STARR Search website.  
   b. Graduate Students view positions at [http://www.baruch.cuny.edu/financialaid/work_study_prgm.htm](http://www.baruch.cuny.edu/financialaid/work_study_prgm.htm). | **4.** Complete the Public Service Corps Application, attach a copy of your resume, and return it to Financial Aid Services. |
| **5.** Federal Work Study Student Supervisors will receive the resumes, and contact you for an interview if they wish to hire you. You must have our contract with you to be interviewed. | **5.** Public Service Corps will receive the application. They will contact you directly to set up an interview. |
| **6.** If the Federal Work Study Student Supervisor wants to hire you, he/she will sign the contract.  
   a. The supervisor must complete the “Supervisor Information” section in its entirety.  
   b. Two supervisors must sign your contract. These are the only two people who can sign your timesheets. | **6.** If you are hired with Public Service Corps, you will sign a contract with them, and submit all of the required forms to them. |
| **7.** Bring the signed contract, and the completed FWS Employment forms to Financial Aid Services. | **7.** Public Service Corps will send an “Intern Assignment Form” to the Federal Work Study coordinator. This form indicates that you have been hired. |
| **8.** Obtain the pink and yellow copy of the contract, and give the yellow copy to your supervisor. **You cannot begin to work until your supervisor has received the yellow copy of your contract.** |  |