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.

- **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:
  
  - W4
  - IT 2104 or IT 2104E
  - I-9
  - FERPA agreement
  - Supervisor Responsibilities
  - Labor Pay Notice

  All 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:

- 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:

- 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:

- 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.