



Federal –Work Study Placement Steps

- **Step 1:** Accept your federal Work -study award on [CUNY First self-service](#).
Note: you will risk losing your federal work- study award if it is not accepted on CUNYFirst.
- **Step 2:** Access City Tech Resource page at citytech.studentemployment.ngwebsolutions.com and click on the “**Applicants & Employees**” Link.
Note: All Federal Work study correspondence will be sent to your City Tech Email account.
- **Step 3:** On the Federal Work-Study Resource Page, click on “**Federal Work Study Online Orientation and review**” link to view the online orientation.
(Save a copy of the orientation review statements confirmation page - for uploading to file Net)
- **Step 4:** Complete Sexual assault on-line training;
Go to: www.citytech.cuny.edu/title-ix (upload copy of the **Certification of completion** or email a copy to FWSJobs@citytech.cuny.edu)
- **Step 5:** After completing the orientation and the Sexual Assault training, complete and upload following required forms to file net. (**upload to FileNet instructions**)

- ✓ FWS student/Employee Information Sheet
- ✓ (FERPA) Family Educational Rights and Privacy Act
- ✓ FWS program Statement of Understanding Addendum
- ✓ NYS labor standards
- ✓ Employment Eligibility Verification Form I-9
(Photocopies of identification necessary- refer to page 3 of the I-9 form)
- ✓ Form IT2104 OR IT2104E
- ✓ W- 4 (Employee’s Withholding Allowance Certificate)



Note: The Financial Aid Staff cannot assist students in completing tax forms (W- 4, IT2104and 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 6:** Upload the completed forms, sexual assault training (Title IX) Certificate of completion, orientation review statement page along with the acceptable Document (s) listed on the last page of the I-9 (employment authorization form) to the Federal work-study staff.

Attention form I-9: To establish your identity and employment authorization, you must present one selection from list A or a combination of one selection from List B and one selection from List C. List A contains documents that show both identity and employment. List B contains documents that show identity only, and List C contains documents that show employment authorization only.



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- **Step 7:** Return to the Federal Work-Study Resource Page and click on “Apply for a Job On-Campus” Link.
Select either the “Quick Search” or “Advanced Search” tab to view the available jobs.
- **Step 8:** Click on the Job Title for the job that you are interested in to view the Job Details.
Submit an online job application by clicking the check box next to the job(s), then click the “Apply” button.

How to login?

EMPLID#: CUNYFIRST Emplid#

Click on the ‘Forgot Password’ link. Enter your City Tech email address and a link to reset your password will be sent to Your Email

You must use your CITYTECH 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.

Your application will be emailed to the supervisor for review.

The supervisor should contact you within 72 hours on the status of your application.

Note: Please do not apply for more than 2 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 before you accept a position. Once you accept a job position, you are expected to remain at that jobsite until your FWS award is completed.

- **Step 9:** If the supervisor is interested in hiring you, he/she must submit an online hire request for you.
- **Step 10:** 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.

If you encounter any problems, please inform the Federal Work Study Office staff at (FWSjobs@citytech.cuny.edu).

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Uploading a Student Document through CUNYfirst

Note: that file names for your uploaded documents should be descriptive and include your name so they are easier for administrative staff to work with—especially if multiple files are uploaded concurrently. Avoid file names like Scan-129-04042020.pdf or 20200404_133911.jpg.

To upload and submit documents using CUNYfirst:

1. Log into CUNYfirst.
2. Select **Campus Solutions > Self Service > Document Upload**. The Document Upload page is displayed with your name and emplid.
3. Using the **Document Class** drop-down menu, select one of the following document classes corresponding to the document to be uploaded:

- Financial Aid

4. A Document Type drop-down menu is added to the DocUsing the **Document Type** drop-down menu, select the type of document being uploaded.
5. Click on the >> (“Go”) button to the right of the **Document Type** drop-down menu. A message displays to inform you that you are transferring to the Student Documents Repository system.
6. Click the **OK** button to continue with the document upload.

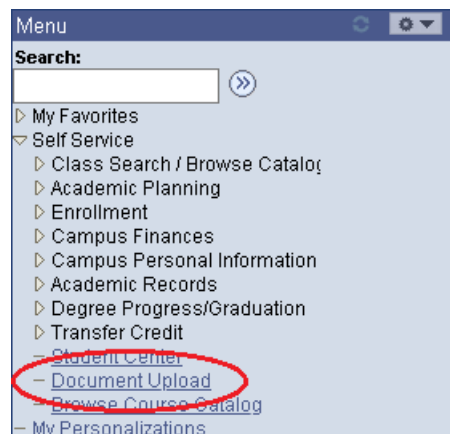
If you are presented with a **Student Documents Repository login prompt, enter your CUNY Login credentials and click Login.**

A Student Documents Repository page is displayed with your name, emplid and the document class and type selections from CUNYfirst.

7. Click the **Choose Files** button to open your computer’s file manager/explorer tool.

Notes:

You can select multiple files to upload for the document type selected. Each file to be uploaded must be less than 20 MB. The selected file name is displayed next to the **Choose Files** button.

A screenshot of the "Document Upload" page. At the top, it says "Document Upload". Below that, it shows "Student Name" and "ID: 99999999". There is a section titled "Select the Document Class and Type" with a blue header. Below this section, there are instructions: "Please choose the appropriate document class and type in the below drop-down to upload your documents. You will be transferred to the Student Document Repository system." and "Please make sure your pop-up blocker is disabled. Remember to close the browser tab after you finish your upload." There is also a note: "Also, note that multiple files of the same Document Class and Document Type may be uploaded and each file uploaded must be less than 20 MB in size." Below the instructions, there is a "Document Class" dropdown menu.A screenshot of the "Document Upload" page, similar to the previous one, but with selections. The "Document Class" dropdown menu is set to "Financial Aid". Below it, the "Document Type" dropdown menu is set to "Work-Study". A yellow box highlights the "Document Type" dropdown menu and the "Go" button to its right.

8. If you need to confirm or change the document type before uploading the file, click the **Document Type** drop-down menu.

9. Click the **Add** button at the lower right of the window to upload the file.

If you encounter an error message during the file upload, contact your campus help desk or wait a while before trying to upload the file again.

10. Click **Close** when the upload confirmation message is displayed.

11. After the file is uploaded, do one of the following:

- Return to CUNYfirst to upload another document without having to log into the Student Documents Repository again
- Close the Student Documents Repository page if you are done uploading files and want to return to other applications in the browser window
- Click on your CUNY Login username at the top of the Student Documents Repository page and select **Logout**

End of procedure.

General

* Entry template: Add Financial Aid Documents

* File name: Browse...

Properties

* Class: Financial Aid

EMPLID ⓘ	99999999
Last Name ⓘ	Studentlast
First Name ⓘ	StudentFirst
Document Type ⓘ	Work-Study ▼

Add Document by Using Entry Template

When you add a document by using an entry template, the values that you enter for the document are consistent. [Learn more](#)

Add

Cancel