Federal Work-Study Q&A for Supervisors

Q What is my first step if I am interested in hiring work-study students?
A You can request a login at https://hunter.studentemployment.ngwebsolutions.com/Cmx_Content.aspx?cpId=7
    or send an email to fwsjobs@hunter.cuny.edu using your Hunter email address.

Q How long does it take to receive a login?
A Login requests are generally processed in two or three business days. During periods of higher than usual student volume it may take longer.

A Do I email a description of my job?
Q No, literature containing information on how to navigate Next Gen, Hunter's online system for on-campus jobs, will be sent to you when your login request is processed.

Q Does the chairperson/director of my department have to approve my request for work-study students?
A Yes, there is an approval form in the information that is emailed to you after your login request is processed.

Q Are there specific deadlines to post a job description and to return the approval form referenced in the email I will receive?
A Yes, the specific deadlines are listed in the information email you will receive.

Q Will I be notified when the job is approved?
A Yes, you will receive an approval email once the job has been approved by your chairperson/director and 'listed' on Next Gen.

Q Is there a limit on the number of students that I can request?
A No, you can request as many students as you need.

Q Do I have to hire every student who applies for my job?
A No, you may interview multiple students, and choose the students who are best for your job.
Q: Are there forms that I must complete to hire a student?
A: Yes, students are given a hiring packet which includes forms that the supervisor must complete.

Q: How do I know when I can begin interviewing students?
A: Each semester a placement schedule email will be sent to supervisors.

Q: How will the Office of Financial Aid know the names of the students that I want to hire?
A: Included in your work-study information email is an ‘Intent to Hire’ form which must be given to each student you want to hire.

Q: Do I hire the student on line?
A: Yes, students can be hired on line within seventy-two hours after they have submitted a completed hiring packet to the Office of Financial Aid Room 241N.

Q: How often are students paid?
A: Students are paid every two weeks using the payment schedule that will be emailed to supervisors. The schedule is also available online at http://www.hunter.cuny.edu/onestop/repository/files/finances/Finaid%20Disbursement%202012_2013.pdf.

Q: Are the time sheets completed on line?
A: Yes, the Next Gen employer training manual which is emailed to each supervisor contains that information.

Q: Is there a credit requirement for students to work?
A: Yes, with the exception of the summer session, a student is required to maintain an enrollment of at least six credits each semester that he/she works.

Q: What are requirements for a student to work during the summer?
A: The student must be a continuing student who is enrolled for six credits for the fall semester before they begin working in the summer.

Q: How many hours can students work per week during the summer if they are not enrolled?
A: Students can work twenty-five hours per week if they are not enrolled, and twenty
hours if they per week if they are enrolled.

Q: What is the last day a student can work?

A: The last day of finals or if all the monies have been earned; whichever comes first.