

## **FEDERAL WORK-STUDY (FWS) AND WORK-STUDY JOB PLACEMENT**

Federal Work-Study (FWS) is campus-

Phone: 718-368-6679 E-mail: [helpdesk@students.kbcc.cuny.edu](mailto:helpdesk@students.kbcc.cuny.edu)

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Go to The Federal Work-

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Click 'My Timesheets' from the NavBar

- Click your job title to view your timesheets
- If this is the first time you are entering a timesheet for the current pay period, click 'Start Timesheet'. If you have already entered time for the current pay period, the link will be labeled 'Go to Timesheet'.
- Click 'OK' on the confirmation dialog box
- Click 'Add a New Entry' to enter your time
- Select the start time for the day you are entering time
- Select the end time for the day you are entering time
- Optional: Add break time if needed.
- Click 'Add' to save your time entry.
- If you are finished entering time, click 'Return' to return to your list of jobs.
- If you wish to log out, click the 'Log out' button and you will return to the Student Employment Home Page.

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- Click 'Go to time sheet' to review your entries
  - Click 'Hand in this Time Sheet'
  - Click 'Submit Time Sheet'
  - Click 'OK' to confirm