



**GUIDE TO YOUR FINANCIAL AID
INFORMATION IN CUNYfirst**

Learn how to access, view, and manage the financial aid information in your CUNYfirst Student Center:



VIEW YOUR "TO DO" LIST & COMPLETE THE SUPPLEMENT FORM



VIEW YOUR FINANCIAL AID AWARDS



ACCEPT OR DECLINE YOUR FEDERAL WORK-STUDY OR PERKINS LOAN



VIEW YOUR PENDING FINANCIAL AID AND REFUNDS



ADD YOUR BANK ACCOUNT AND ENROLL IN DIRECT DEPOSIT



VIEW YOUR FEDERAL WORK-STUDY PAYCHECK AND W-2 FORM



VIEW YOUR "TO DO" LIST

After you have filed your financial aid applications, the "To Do" list in your CUNYfirst Self-Service Student Center will alert you of any outstanding items with your record that must be finalized to complete your financial aid package.

STEP# 1: Login to CUNYfirst at <https://home.cunyfirst.cuny.edu>.

STEP# 2: Select **HR/Campus Solutions** from the left menu.

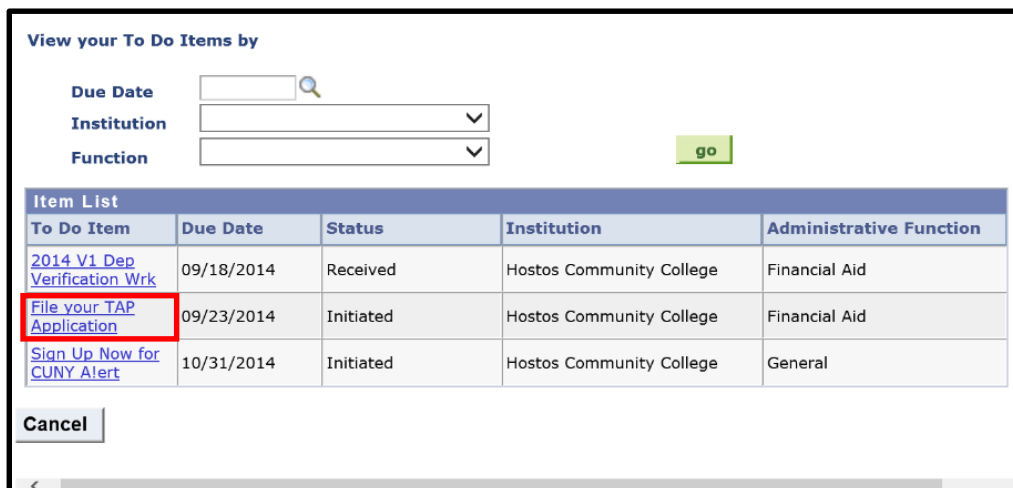
STEP# 3: Navigate to **Self Service** followed by **Student Center**.

In the **To Do List** section, you will see a list of outstanding items. Click the more link to see more information.



STEP# 4: Review the current outstanding To Do items. You will need to sort and filter by institution to make sure you are viewing items related to your college.


NOTE: If you will be attending Hostos Community College, you are only required to resolve the items listed for Hostos Community College. Any unresolved items listed for other CUNY Colleges will not prevent you from finalizing your Financial Aid or conducting other business at Hostos Community College. You may sort or filter the institutions by selecting Hostos on the "Institutional" box



By clicking on each **To Do Item**, you can view the details concerning the item, including the office contact information, and instructions on how to resolve the item.

NOTE: You must resolve each To Do item on your Item List. Failure to resolve the items will delay final processing and awarding of your financial aid.

View your To Do Items by

Due Date 

Institution

Function

To Do Item	Due Date	Status	Institution	Administrative Function
2014 V1 Dep Verification Wrk	09/18/2014	Received	Hostos Community College	Financial Aid
File your TAP Application	09/23/2014	Initiated	Hostos Community College	Financial Aid
Sign Up Now for CUNY Alert	10/31/2014	Initiated	Hostos Community College	General

The instructions on the **To Do Item Detail** may ask you to download and submit a form to the Financial Aid Office. To access the form, you may need to copy and paste the web address in the browser. Click on **Return** to go back to your Item List.

Aid Year: 2015

Academic Institution: Hostos Community College

Administrative Function: Financial Aid

Due Date: 09/18/2014

Contact: Hostos Community College

Department: Financial Aid Office Rm D-B112

Phone: 718/518-6555

finaid@hostos.cuny.edu

[Office of Financial Aid](#)

Description

Your FAFSA was selected by the U.S. Department of Education for review in a process called VERIFICATION. You and your parents must complete, sign, and submit a "2014-2015 Standard Verification V1 Dependent Worksheet" to the Financial Aid Office at your college. The form is available on the CUNY website at: <http://www.cuny.edu/admissions/financial-aid/FinancialAidForms/commonforms/20142015DEPV1.pdf>



COMPLETE THE SUPPLEMENT FORM

One of your "To Do" list items will be to complete the Supplement Form. The Supplement Form is an application used by CUNY to determine potential eligibility for the Federal Perkins Loan Program and the New York State Aid to Part-Time Study (APTS) program.

STEP# 1: Login to CUNYfirst at <https://home.cunyfirst.cuny.edu>.

STEP# 2: Select **HR/Campus Solutions** from the left menu.

STEP# 3: Navigate to **Self Service** followed by **Student Center**.

STEP# 4: In the **Finances** section, click the **Supplement Form** link.

The screenshot shows a web interface with a blue header bar containing a green downward arrow and the text "Finances". Below the header, there are three sections: "My Account" with a link "Account Inquiry"; "Financial Aid" with links "View Financial Aid", "Direct Loan Processing Form", and "Supplement Form" (which is highlighted with a red rectangular box); and a search bar containing the text "other financial..." with a dropdown arrow and a blue double-right arrow button.

STEP# 5: On the **Select Aid Year to View** page, you may see listings for multiple aid years and multiple colleges. Click the link for the college and aid year you wish to view.

The screenshot shows a form with two input fields. The first field is labeled "Institution:" and contains the text "HOS01" with a magnifying glass icon to its right. The second field is labeled "Aid Year:" and contains the text "2016" with a magnifying glass icon to its right. Below the input fields are two green buttons: "OK" and "CANCEL".



VIEW YOUR FINANCIAL AID AWARDS

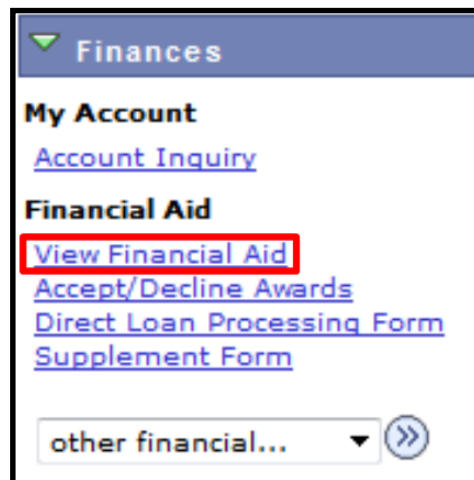
Your Student Center provides information about your financial aid awards. These are listed for the entire academic year and also broken down by term.

STEP# 1: Login to CUNYfirst at <https://home.cunyfirst.cuny.edu>.

STEP# 2: Select **HR/Campus Solutions** from the left menu.

STEP# 3: Navigate to **Self Service** followed by **Student Center**.

STEP# 4: In the **Finances** section, click the **View Financial Aid** link.



STEP# 5: On the **Select Aid Year to View** page, you may see listings for multiple aid years and multiple colleges. Click the link for the college and aid year you wish to view.

Financial Aid

Select Aid Year to View

Click the aid year you wish to view

Aid Year	Institution	Aid Year Description
2016	Hostos Community College	No financial aid data available.
2015	Hostos Community College	Financial Aid Year 2014-2015
2014	Hostos Community College	Financial Aid Year 2013-2014

Aid years listed indicate your access to eligibility information regarding your Financial Aid Application.

STEP# 6: On the **Award Summary** page, you will be able to view the total aid for the entire academic year and by individual terms. In the **Terms** section, there are hyperlinks for more detailed information which are discussed in the next steps.

Financial Aid

Award Summary

Financial Aid Year 2014-2015

Select the term hyperlinks below to see more detailed information.

Aid Year			
Award Description	Category	Offered	Accepted
Federal PELL Grant Fall	Grant	2,865.00	2,865.00
Federal PELL Grant Spring	Grant	2,865.00	2,865.00
Federal Work Study Fall	Work/Study	2,900.00	2,900.00
TAP Spring	Grant	2,250.00	2,250.00
TAP Fall	Grant	2,250.00	2,250.00
Aid Year Totals		13,130.00	13,130.00

Currency used is US Dollar.

[Satisfactory Academic Progress](#)

[Full-Yr Financial Aid Summary](#)

Terms			
2015 Spring Term		View Scheduled Disbursement Dates	
Award Description	Category	Offered	Accepted
Federal PELL Grant Spring	Grant	2,865.00	2,865.00
TAP Spring	Grant	2,250.00	2,250.00
Term Totals		5,115.00	5,115.00
2014 Fall Term		View Scheduled Disbursement Dates	
Award Description	Category	Offered	Accepted
Federal PELL Grant Fall	Grant	2,865.00	2,865.00
Federal Work Study Fall	Work/Study	2,900.00	2,900.00
TAP Fall	Grant	2,250.00	2,250.00
Term Totals		8,015.00	8,015.00

STEP# 7: By clicking on the **Full-Yr Financial Aid Summary** link, you will be able to see your **Estimated Financial Aid Budget** for the academic year.

Financial Aid	
Full-Yr Financial Aid Summary	
Financial Aid Year 2014-2015	
The information below is a calculation of your estimated need.	
Estimated Financial Aid Budget	12,104.00
Expected Family Contribution	4,388.00 -
Estimated Need	7,716.00
Total Aid	4,049.00

STEP# 8: Click on the hyperlinked budget amount to see your **Estimated Financial Aid Budget Breakdown** by term.

Listed below is an estimate of items used to determine your costs.

Estimated Financial Aid Budget Breakdown	
2015 Spring Term	
Category Description	Amount
Books and Supplies	652.00
Activity Fees	64.00
Consolidated Fees	15.00
Technology Fee	100.00
Housing	959.00
Lunch	574.00
Loan Fees	29.00
Personal Expenses	899.00
Transportation	510.00
Tuition	2,250.00
Term Total	6,052.00
2014 Fall Term	
Category Description	Amount
Books and Supplies	652.00
Activity Fees	64.00
Consolidated Fees	15.00
Technology Fee	100.00
Housing	959.00
Lunch	574.00
Loan Fees	29.00
Personal Expenses	899.00
Transportation	510.00
Tuition	2,250.00
Term Total	6,052.00
Total Cost of Attendance	12,104.00

STEP# 9: Return to the **Award Summary** page and, in the **Terms** section click the **View Scheduled Disbursement Dates** link.

Terms			
2015 Spring Term		View Scheduled Disbursement Dates	
Award Description	Category	Offered	Accepted
Federal PELL Grant Spring	Grant	2,865.00	2,865.00
TAP Spring	Grant	2,250.00	2,250.00
Term Totals		5,115.00	5,115.00
2014 Fall Term		View Scheduled Disbursement Dates	
Award Description	Category	Offered	Accepted
Federal PELL Grant Fall	Grant	2,865.00	2,865.00
Federal Work Study Fall	Work/Study	2,900.00	2,900.00
TAP Fall	Grant	2,250.00	2,250.00
Term Totals		8,015.00	8,015.00

The **Scheduled Disbursements** page displays the projected dates for disbursement of your financial aid awards into your student account.

NOTE: The scheduled disbursement dates listed here represent the earliest date those awards can be transferred into your CUNYfirst student account. Your actual disbursement date may be different and will appear when your financial aid is posted to your account. To view your actual disbursement dates, you will need to check the **Account Activity** page in your **Student Center**.

Financial Aid					
Scheduled Disbursements					
Financial Aid Year 2014-2015					
2015 Spring Term					
To view actual disbursements to your financial account, access Account Inquiry.					
Award Description	Category	Accepted Amount	Fee	Net Amount	Scheduled Disb Date
Federal PELL Grant Spring	Grant	345.00	0.00	345.00	01/19/2015
	Grant	345.00	0.00	345.00	02/23/2015
2 Subsidized Direct Loan	Loan	875.00	9.00	866.00	02/23/2015
	Loan	875.00	9.00	866.00	03/09/2015
2 Unsubsidized Direct Loan	Loan	500.00	5.00	495.00	02/23/2015
	Loan	500.00	5.00	495.00	03/09/2015
Initial TAP-Spring	Grant	609.00	0.00	609.00	01/22/2015
Term Totals		4,049.00	28.00	4,021.00	
Currency used is US Dollar.					
If any accept amount is zero or if the scheduled disbursement date is blank, your award will not be disbursed. Please proceed to Award Acceptance page to accept or decline these awards.					
Return to Award Summary					



ACCEPT OR DECLINE YOUR FEDERAL WORK-STUDY AND PERKINS LOAN

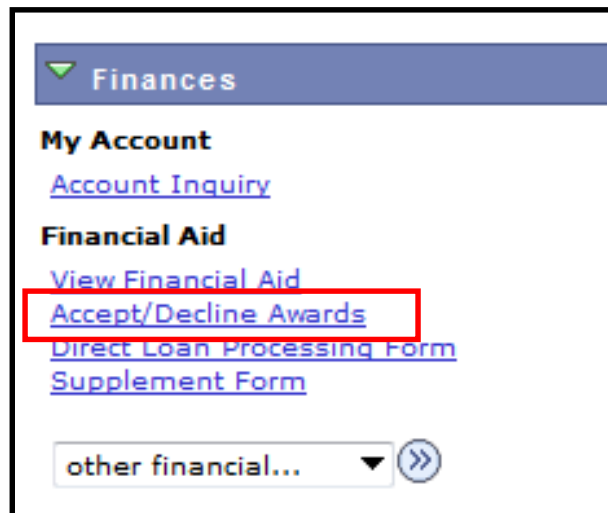
You are required to either accept or decline certain types of financial aid awards, such as Federal Perkins Loan or Federal Work-Study.

STEP# 1: Login to CUNYfirst at <https://home.cunyfirst.cuny.edu>

STEP# 2: Select **HR/Campus Solutions** from the left menu

STEP# 3: Navigate to **Self Service** followed by **Student Center**

STEP# 4: In the **Finances** section, click the **Accept/Decline Awards** link.



STEP# 5: On the **Select Aid Year to View** page, you may see listings for multiple aid years and multiple colleges. Click the link for the college and aid year you wish to view.

Financial Aid

Select Aid Year to View

Click the aid year you wish to view

Aid Year	Institution	Aid Year Description
2016	Hostos Community College	Award access not available.
2015	Hostos Community College	Financial Aid Year 2014-2015
2014	Hostos Community College	Financial Aid Year 2013-2014
2013	Hostos Community College	Aid year not set up for self-service.
2016	York College	Award access not available.

STEP# 6: Review your entire awards package. Notice that some of your awards such as PELL, TAP, SEOG come pre-accepted and require no further action by you. Note: If you wish to decline your PELL, TAP or SEOG award, you must speak to the Financial Aid Office at your college.

If you are awarded Federal Work-Study or Federal Perkins Loan, you **MUST** accept your award(s) by checking the "Accept" checkbox for each award. After checking Accept or Decline, do not forget to hit the **SUBMIT** bottom at the bottom of the page.

NOTE: If you do not indicate acceptance of your Federal Work-Study or Federal Perkins Loan, you risk losing the awards.

Last Updated: 12/11/2013 7:16:27PM Status: New Package

Award	Category	Career	Offered	Accepted	Accept	Decline
Federal Work Study Spring	Work/Study	Undergraduate	900.00	900.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Federal Work Study Fall	Work/Study	Undergraduate	900.00	900.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Federal PELL Grant Fall	Grant	Undergraduate	2,822.50	2,822.50	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Federal PELL Grant Spring	Grant	Undergraduate	2,822.50	2,822.50	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Initial TAP-Fall	Grant	Undergraduate	2,050.00	2,050.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Federal SEOG Fall	Grant	Undergraduate	175.00	175.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Federal SEOG Spring	Grant	Undergraduate	175.00	175.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Total			9,845.00	8,045.00		

Currency used is US Dollar.

Click on the Award hyperlink to receive more detailed information about the award and its requirements. Below is an example of the Federal Work Study detail screen.

Financial Aid

Award Detail

Financial Aid Year 2014-2015

Award: Federal Work Study Fall **Category:** Work/Study

Disbursement Date	Description	Award Amount
08/25/2014	2014 Fall Term	2,000.00

Currency used is US Dollar.

Message

- You must be registered for at least six credit hours.
- You must find an eligible part-time job (job listings are available in the financial aid office).
- You must complete all required FWS forms.
- You must be in good academic standing in your college with a 2.0 GPA (C Average) or higher after two years of enrollment



VIEW YOUR PENDING AID

The following steps provide instructions on how to view your pending financial aid in CUNYfirst Self-Service.

NOTE: Financial aid that is "**pending**" means that you have been awarded the aid, and it is being used as a credit towards your tuition bill, but it hasn't actually been paid out.

STEP# 1: Login to CUNYfirst at <https://home.cunyfirst.cuny.edu>.

STEP# 2: Select **HR/Campus Solutions** from the left menu.

STEP# 3: Navigate to **Self Service** followed by **Student Center**.

STEP# 4: In the **Finances** section, click the **Account Inquiry** link to see the details of the **Account Summary**.

The screenshot shows the 'Finances' section of the CUNYfirst Self-Service portal. Under 'My Account', the 'Account Inquiry' link is highlighted with a red box. A dropdown menu is open, showing options: 'other financial...', 'Account Activity', 'Charges Due', 'Payments', 'Pending Financial Aid', and 'other financial...'. To the right, the 'Account Summary' box displays: 'You owe 250.00.', 'Due Now 250.00', 'Future Due 0.00', and a note: '** You have a past due balance of 250.00. **'. The currency is noted as US Dollar.

The screenshot shows the 'Account Inquiry' page with tabs for 'summary', 'activity', 'charges due', 'payments', and 'pending aid'. The 'summary' tab is selected and highlighted with a red box. The 'Account Summary' section shows: 'You owe 2,258.55. For the breakdown, access [Charges Due](#)', 'Due Now 138.70', 'Future Due 2,119.85', and a note: '** You have a past due balance of 138.70. **'. Below this is a table titled 'What I Owe'.

Term	Outstanding Charges & Deposits	Pending Payments	Pending Financial Aid	Total Due
2011 Spring Term	10.00			10.00
2011 Fall Term	128.70			128.70
2012 Fall Term	2,119.85		1,519.85	600.00
2013 Spring Term			825.00	
Total	2,258.55		2,344.85	738.70

STEP# 5: Under the **Account Inquiry** tab, you will be able to view your pending financial aid by clicking the “**pending aid**” sub-tab. If you have pending financial aid that covers your tuition and fee charges in full, you will not be required to make a payment to the Bursar.

Pending Financial Aid

View By: All Terms

Pending Financial Aid			Find View All	First	1-7 of 7	Last
Award	Term	Amount				
CD Fees	2012 Fall Term	69.85				
Federal SEOG	2012 Fall Term	200.00				
Federal Pell Grant	2012 Fall Term	1,250.00				
Federal SEOG	2013 Spring Term	200.00				
Federal Pell Grant	2013 Spring Term	312.50				
Federal Pell Grant	2013 Spring Term	312.50				
Total Pending Financial Aid for this view		2,344.85				

Navigation: First 1-7 of 7 Last

IMPORTANT NOTE: Your financial aid awards will NOT appear on your **Account Summary** page for at least 2-3 business day after you complete your initial enrollment. If you make any change to enrollment that affects your financial aid eligibility, your recalculated financial aid awards will also not appear for 2-3 business days.



VIEW YOUR FINANCIAL AID REFUND

When your awards are disbursed to your CUNYfirst account, they will be applied to any unpaid tuition and fee charges. If you have a financial aid credit balance after the payment of your tuition and fees, you will receive a refund that will be electronically deposited to your personal bank account or sent to your home address in the form of a paper check.

Please note the difference between a disbursement and a refund: your financial aid is disbursed to your CUNYfirst account, not to you personally. Only after all charges on your account are satisfied will you see your refund. A refund appears on your CUNYfirst account 1-2 days after a disbursement is posted. You will receive that refund 3-5 days after it posts. Keep this timeframe in mind when doing your financial planning.

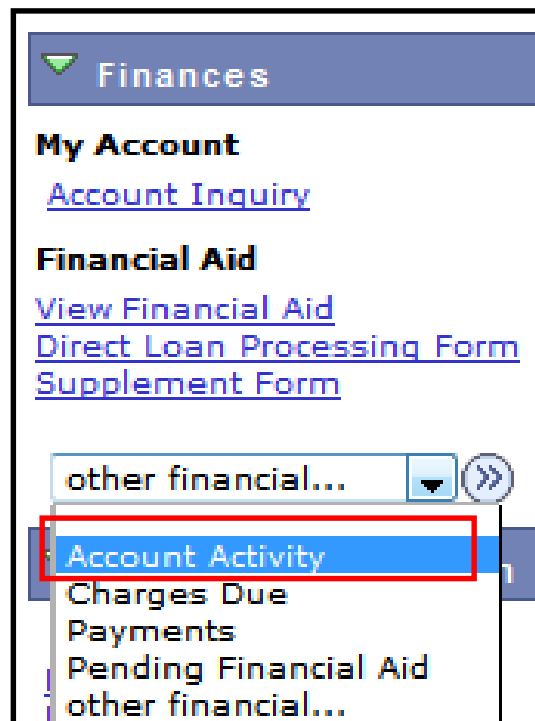
Detailed information about all disbursements and refunds can be seen on your Account Activity page. View your account activity information by doing the following:

STEP# 1: Login to CUNYfirst at <https://home.cunyfirst.cuny.edu>.

STEP# 2: Select **HR/Campus Solutions** from the left menu.

STEP# 3: Navigate to **Self Service** followed by **Student Center**.

STEP# 4: In the **Finances** section, click the **Account Activity** link from the drop down menu.



The Account Activity page will display the activity occurring in your account for the academic year.

Account Activity

View by

From 09/16/2014 To 03/16/2015 2015 Spring Term go

Transactions					
Posted Date	Item	Term	Charge	Payment	Refund
03/03/2015	Refund of Financial Aid	2015 Spring Term			1,432.50
03/02/2015	Federal Pell Spring	2015 Spring Term		1,432.50	
01/21/2015	Refund	2015 Spring Term			652.00
01/21/2015	Refund of Financial Aid	2015 Spring Term			650.55
01/20/2015	Federal Pell Spring	2015 Spring Term		1,432.50	
01/20/2015	Federal SEOG Spring	2015 Spring Term		175.00	
01/20/2015	Initial Tap-Spring	2015 Spring Term		954.50	
01/20/2015	NYC Council Merit Scholarship	2015 Spring Term		400.00	
01/20/2015	NYS Scholar Academic-Spring	2015 Spring Term		750.00	

In this example, the Scholarship, TAP, SEOG, and the first-half of the Pell grant were disbursed to the student account on January 20th. Refunds were processed the next day on January 21st. The refund was issued to the student 3-5 days after it was posted to the account. Similarly, a second Pell disbursement was made on March 2nd, followed by another refund on March 3rd. The student received that refund on March 6th.

REMEMBER

Disbursement - the transfer of funds into your CUNYfirst Student Account.

Refund - the return of funds to you that are not needed to pay your tuition and fees. Refunds are issued either as a direct deposit payment to your bank account or mailed to your home as a check. You will receive your refund within 3-5 days after the refund posts to your student account.



ENROLL IN DIRECT DEPOSIT IN CUNYfirst SELF-SERVICE

The following steps show how to add a Bank Account on Self-Service and enroll in Direct Deposit to receive refunds and work study payments.

STEP# 1: Login to CUNYfirst at <https://home.cunyfirst.cuny.edu>.

STEP# 2: Select **HR/Campus Solutions** from the left menu.

STEP# 3: Navigate to **Self Service** followed by **Campus Finances**.

STEP# 4: Click **Manage My Accounts**.

Account Inquiry | Electronic Payments/Purchases | Account Services

direct deposit | bank accounts

My Accounts


i You have not created an account profile. Click the Add Account button to add new account details.

ADD ACCOUNT

STEP# 5: On the **My Accounts** page, click the **Add Account** button. You will then be prompted to enter your **Financial Institution Details**. After entering the required account information, click the **Next** button at the bottom of the screen. **NOTE:** Enter your routing number as it appears on your check and click enter. **DO NOT USE THE ROUTING NUMBER SPYGLASS!**

Enter the account details below and click next to proceed. If your financial institution is not listed, please contact the Bursar's Office. If you would like to learn about the Scholar Support Card program, please visit the [CUNY Scholar Support card site](#).

Financial Institution Details

Nickname	<input type="text" value="Test Account"/>
Account type	<input type="text"/>
Routing Number	<input type="text" value="011000138"/>  BANK OF AMERICA, N.A.
Account Number	<input type="text" value="123456789"/>
Confirm Account Number	<input type="text" value="123456789"/>
Account Holder	<input type="text" value="Test T. Account"/>

[View Sample Check](#)

STEP# 6: To make the bank account you just added as your direct deposit account, click the **Enroll In Direct Deposit** button.

The screenshot shows a web interface with three tabs: 'Account Inquiry', 'Electronic Payments/Purchases', and 'Account Services'. Under 'Account Inquiry', there are sub-tabs for 'direct deposit' and 'bank accounts'. The main heading is 'Manage My Accounts' with a sub-heading 'Result'. A green message box with a checkmark says 'You have successfully added the account Test Account.' Below this is a table titled 'Financial Institution Details' with the following information:

Nickname	Test Account	
Account Type	Checking	
Routing Number	011000138	BANK OF AMERICA, N.A.
Account Number	XXXXX6789	
Account Holder	Test T. Account	

At the bottom, there are two buttons: 'ENROLL IN DIRECT DEPOSIT' (highlighted with a red box) and 'MANAGE MY ACCOUNTS'.

STEP# 7: On the **Enroll in Direct Deposit** panel, select the Account Nickname to designate as the direct deposit account and click **Next**.

The screenshot shows the 'Enroll in Direct Deposit' panel. At the top, there are tabs for 'direct deposit' and 'bank accounts'. The main heading is 'Enroll in Direct Deposit' with a sub-heading 'Add Direct Deposit'. Below this, it says 'Select a financial institution to designate as direct deposit'. There is a section titled 'Direct Deposit Distribution' with a sub-section 'Account Nickname'. A dropdown menu is open, showing 'test account-6789' (highlighted with a red box). At the bottom right, there are two buttons: 'CANCEL' and 'NEXT' (highlighted with a red box and a mouse cursor).

STEP# 8: On the **Enroll in Direct Deposit Agreement** page; select the checkbox next to the statement "Yes, I agree to the terms and conditions of this agreement." and click on **SUBMIT** button.

Enroll in Direct Deposit Agreement

Review the financial institution information and agreement. Click Submit to complete the Direct Deposit enrollment.

Financial Institution Name	Distribution Type	Amt./Pct.	Priority
test account-6789	Balance		

Currency used is US Dollar

You are about to enroll in Direct Deposit for your refund and/or Work Study checks. Signing up for direct deposit will allow excess from financial aid refunds, Work Study and over payments applied to your student account to be deposited directly into your checking, savings or Scholar Support Card account. You will receive your funds faster through this process instead of a check mailed to you. If you would like information about CUNY's Scholar Support Card program, click the Additional Details link below.

I hereby authorize in accordance with the rules and regulations of the National Automated Clearinghouse Association ("NACHA") my institution to credit any reimbursements and Work Study payments due to me via automated clearinghouse electronic fund transfer ("ACH") to the account(s) referenced above.

You may change your account information as necessary through self-service. Payments made through this process will be available in your account depending on timing of this submission.

We recommend that you print this page to retain a copy of this agreement for your records.

The agreement is dated: 12/12/2011

Yes, I agree to the terms and conditions of this agreement.

CANCEL
BACK
SUBMIT

STEP# 9: The process to Enroll in Direct Deposit is complete!

Enroll in Direct Deposit Result

✔ Congratulations! You are now enrolled in direct deposit.

View the summary below.

Account Nickname
test account-6789

MANAGE MY ACCOUNTS



VIEW YOUR FEDERAL WORK-STUDY PAYCHECK

The following steps provide instructions on how to view your federal work-study paystubs in CUNYfirst Self-Service.

STEP# 1: Login to CUNYfirst at <https://home.cunyfirst.cuny.edu>.

STEP# 2: Select **HR/Campus Solutions** from the left menu.

STEP# 3: Navigate to **Self Service**, then **Payroll & Compensation**.

View Paycheck

Review your available Work Study paychecks below. Select the check date of the paycheck you would like to review.

▼ Select Paycheck							
Check Date	View Paycheck	Company	Pay Begin Date	Pay End Date	Net Pay	Paycheck Number	PDF File
03/05/2015	View Paycheck	Work Study - Federal	02/08/2015	02/21/2015	\$656.06	16700	<input checked="" type="checkbox"/>
01/22/2015	View Paycheck	Work Study - Federal	12/28/2014	01/10/2015	\$347.00	14831	<input checked="" type="checkbox"/>
01/08/2015	View Paycheck	Work Study - Federal	12/14/2014	12/27/2014	\$347.00	14143	<input checked="" type="checkbox"/>
12/23/2014	View Paycheck	Work Study - Federal	11/30/2014	12/13/2014	\$347.00	12909	<input checked="" type="checkbox"/>
12/11/2014	View Paycheck	Work Study - Federal	11/16/2014	11/29/2014	\$329.84	11534	<input checked="" type="checkbox"/>
11/26/2014	View Paycheck	Work Study - Federal	11/02/2014	11/15/2014	\$347.00	10124	<input checked="" type="checkbox"/>
11/13/2014	View Paycheck	Work Study - Federal	10/19/2014	11/01/2014	\$347.00	8821	<input checked="" type="checkbox"/>
10/30/2014	View Paycheck	Work Study - Federal	10/05/2014	10/18/2014	\$347.00	8339	<input checked="" type="checkbox"/>

STEP# 4: Click the **View Work-Study Paycheck** link.

The View Paycheck page will provide you details regarding each federal work-study paycheck and a link to access the PDF version of the paystub.



VIEW YOUR FEDERAL WORK-STUDY W-2 FORM

If you have worked in the federal work-study program, you will receive a W-2 Form for the calendar year with your taxable earnings. The W-2 form will be mailed to you from the college and will be available for you to access in CUNYfirst.

The following steps provide instructions on how to view your federal work-study W-2 forms in CUNYfirst Self-Service.

STEP# 1: Login to CUNYfirst at <https://home.cunyfirst.cuny.edu>.

STEP# 2: Select **HR/Campus Solutions** from the left menu.

STEP# 3: Navigate to **Self Service** followed by **Payroll & Compensation**.

STEP# 4: Click the **View Work-Study W-2 Form**.

View W-2/W-2c Forms

Review your available W-2 and W-2c forms below. Select the year end form that you would like to review.

[View a Different Tax Year](#)

Select Year End Form						
Tax Year	W-2 Reporting Company	Tax Form ID	Issue Date	Year End Form	Filing Instructions	Final Print
2014	WSF	W-2	01/30/2015	Year End Form	Filing Instructions	<input checked="" type="checkbox"/>

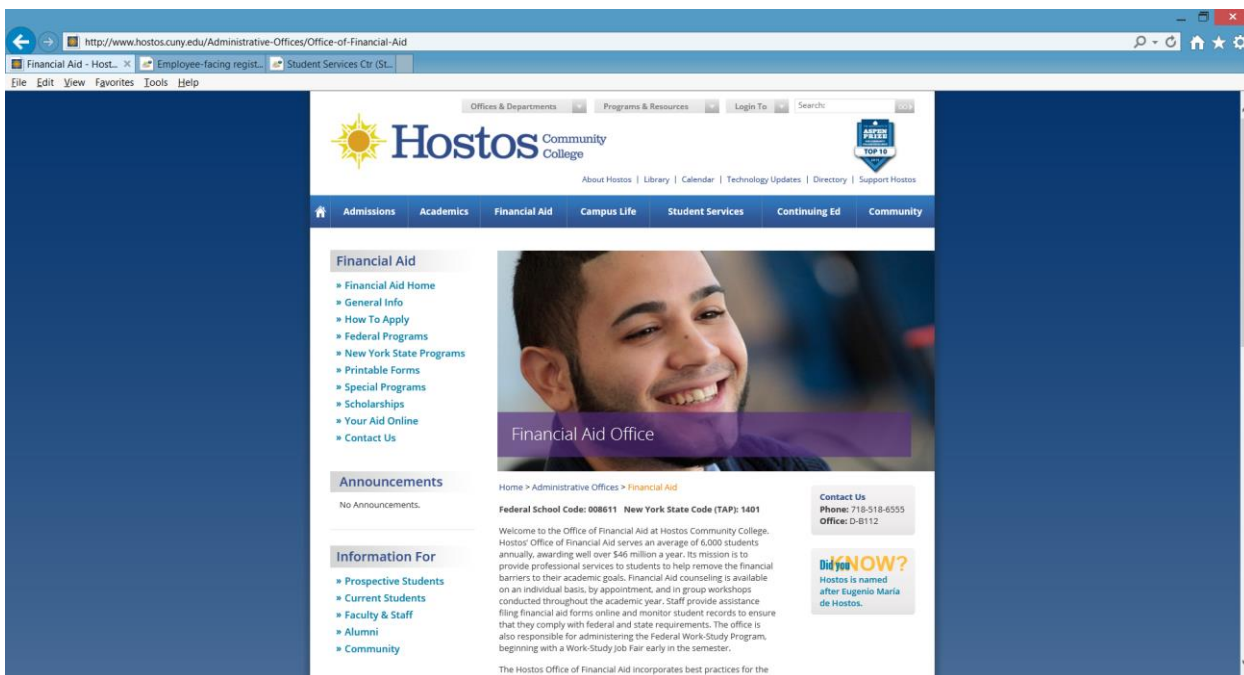
Form W-2 Wage and Tax Statement 2014		7 Social security tips	1 Wages, tips, other compensation	2 Federal income tax withheld		
c Employer's name, address, and ZIP code HOSTOS CC - CUNY-SAVOY BUILDING 120 EAST 149 STREET ROOM B112-115 BRONX NY 10451		8 Allocated tips	3 Social security wages	4 Social security tax withheld		
		9	5 Medicare wages and tips	6 Medicare tax withheld		
e Employee's name, address, and ZIP code		10 Dependent care benefits	11 Nonqualified plans	12a See instructions for box 12		
		13 Statutory employee Retirement plan Third-party sick pay	14 Other	12b		
		b Employer identification number (EIN)		12c		
		a Employee's social security number		12d		
15 State NY	Employer's state ID number	16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, etc.	19 Local income tax	20 Locality name
Copy B-To Be Filed With Employee's FEDERAL Tax Return			This information is being furnished to the Internal Revenue Service. OMB No. 1545-0048		Dept. of the Treasury - IRS Visit the IRS website at www.irs.gov/efile .	

STEP# 5: Click the **Year End Form** to view a PDF version of your W-2 Form.

If you are having problems accessing your Federal Work-Study W-2 Form, please visit the Financial Aid Office.

For More Information

Learn more about the opportunities available to finance your college education by visiting Hostos Community College's Office of Financial Aid Website at <http://www.hostos.cuny.edu/finaid>.



Do you have a question about your financial aid application or award status?

E-mail us at: finaid@hostos.cuny.edu and we will respond promptly to your inquiry

If you are having problems accessing or using your CUNYfirst account, contact 718-518-6646.

Office of Financial Aid	Room D-B112	718-518-6555
Financial Aid Micro Lab	Room D-B102	N/A
Admissions' Office	Room B-B103	718-319-7900
Bursar's Office	Room D-B105	718-518-4373
Registrar's Office	Room D-B207	718-518-6771
Scholarship Office	Room D-B214	718-518-4394