Student Financial Assistance
and
Education

2017-2018
Federal Work-Study Orientation for
Student Employees
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What is Federal Work-Study?

Federal Work-Study provides jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay educational expenses. The program encourages community service work and work related to each student’s course of study.
Community Service

Services which are identified by an institution of higher education, through formal or informal consultation with local nonprofit, governmental, and community-based organizations, as designed to improve the quality of life for community residents, particularly low-income individuals, or to solve particular problems related to their needs.
Community Service is not:

Working for political affiliations;

Involving any partisan or nonpartisan public or party office;

Lobbying on the federal, state or local level;

Benefiting organizations with membership limits;
(organizations such as unions, credit unions, fraternal or religious order)

Working as a political aide for an elected official;

Working for an elected official, unless the official is responsible for regular administration of federal, state, or local government.
HOW TO RECEIVE FEDERAL WORK-STUDY

Students must have a completed FAFSA on file for the current year.  
(Priority Deadline for FWS funds is March 1st)

Students have 30 days to accept an offered FWS award or the funds will be subject to cancellation. An additional 30 days is allowed to secure employment.

Students must view this FWS orientation online

The confirmation form, which verifies that you have viewed the presentation, must be submitted to the Office of Student Financial Assistance and Education before you begin working.

Students and their supervisors must complete a Job Certification form before they begin working.

A new FWS student must complete a payroll packet before they begin to work.

Only students who are awarded FWS funds can participate in the FWS Program.
The Federal Work-Study award is based on the student’s financial need:

Students must complete a FAFSA to determine financial need.

Students cannot exceed the FWS award determined by the Office of Student Financial Assistance and Education.

Prior to the student reaching their full award amount, they may request additional funds by contacting their financial aid counselor.

If the student’s request for additional FWS funds is denied, they cannot continue working under the FWS program.
FWS AWARD

Earnings are determined by the student’s financial need

Rate of pay is determined by the Office of Student Financial Assistance and Education

Earnings are determined by the number of hours the student worked
SUMMER FWS

Students do not have to be registered for summer classes to qualify; however, Fall enrollment is required. Funding is based on the student's need and availability of funds.

Opportunities for employment are available with both on campus and off campus employers. To qualify the employer must be an approved Federal Work-Study site. Students are eligible to work up to 40 hours per week.

Students who participate in the summer FWS Program and are not enrolled in classes for the summer will be required to contribute 40% of earnings as an educational resource. The 40% contribution will automatically be calculated in the financial aid award packages for the academic year and will not be deducted from the student’s check.
STUDENT’S RESPONSIBILITIES

All students must annually view the online FWS Orientation. Please return the Confirmation Form that verifies you have viewed the orientation.

Students and their supervisors must complete a Job Certification annually. (Students are not permitted to work from home.)

Set up an acceptable working schedule with the supervisor.

Attend all training and orientation scheduled by their employer.

Students must follow the rules and regulations set by their employer.

Check the accuracy of all hours before submitting your timesheet to your employer.
STUDENT’S RESPONSIBILITIES

Once supervisors have reviewed and approved student’s timesheet, the student should not receive it back unless there is need for a correction (supervisors must verify all corrections).

Students are not permitted to submit or deliver their own timesheets or any other students’ timesheet(s) for any reason.

Students are not permitted to enter another students electronic time for any reason.

The student must monitor the earnings so that they do not exceed their maximum FWS award or hours worked in a day or week.. (If a student earns more than his/her maximum FWS award, it is the responsibility of the department for which the student works to pay the additional amount.)

Before a student begins working, he/she must complete the online FWS Orientation Confirmation Form and Job Certification and submit the forms to the Office of Student Financial Assistance and Education. New FWS participants must complete a payroll packet located online.
FWS WORK LOAD

• Participation in the FWS Program must be terminated once a student withdraws from all their classes or graduates from their program.

• During periods of enrollment (fall/spring semesters), students must be enrolled in at least 6 credit hours and are not permitted to work more than 20 hours per week.

• Students can work a maximum of 40 hours per week during the summer session only.

• Students can work a maximum of 10 hours in a day and after 6 hours of work a 30 minute unpaid lunch is required.
FWS WORK LOAD

- Under no circumstances may a student receive payment from Federal Work-Study funds in excess of 40 hours per week in summer session or 20 hours during the fall/spring semesters or working over 10 hours in a day.

- All monies earned in excess of a student's award amount will be charged to the organization or department where the student is employed.

- Students are only permitted to work one FWS job.

- Students are not permitted to work from home or when the university is closed.
A variety of FWS positions are available and listed on UMB’s Federal Work-Study web page: http://www.umaryland.edu/workstudy

It is the responsibility of the student to arrange an interview with the prospective employer.

After a qualifying FWS position is secured:

• The student must submit a completed Job Certification form for each FWS position.
• The student must complete the online FWS Student Orientation and submit the confirmation page.
• New FWS participants must complete a payroll packet located online.
The Job Certification form provides authorization that a student is eligible to work under the Federal Work-Study Program.

The signed Job Certification form initiates the proper payroll procedures.

Students will not be paid for hours worked until this procedure is completed.

A new Job Certification form must be completed each academic year, even if the student

• has previously been in the Federal Work-Study Program.
• will continue employment with the same department.

Students cannot begin work until the Job Certification form and Payroll documents are completed and returned to the Office of Student Financial Assistance and Education.
PAYROLL PACKET

You must complete a Payroll Packet (located online or SFAE office).

Students are not permitted to work until a completed payroll packet has been submitted to the SFAE office.

You will not receive your first pay check until 4 to 6 weeks after your correct payroll documents have been received.

Missing or incomplete documents will prevent the student from starting to work.

Students will not be paid until all documents are completed properly. Included should be:

- State issued driver’s license
- Original social security card

Eligible non-citizens must submit:

- Permanent Resident Card (I-551) or Conditional Green Card (I-551C) or passport
- W- 9 Form
- Permanent Resident Form

We encourage all Federal Work-Study students to apply for Direct Deposit; this will ensure that you receive your funds in a timely manner.
PAYROLL DOCUMENTS TO BE RETURNED

THE PAYROLL PACKET MUST BE COMPLETED IN BLACK INK
(processing time for payroll documents 4 to 6 weeks)

- Information Sheet
- Direct Deposit Form
- W-4 Form (use black ink, no scratch-outs, no white-out)
- I-9 online (https://secure.i9.talx.com/preauthenticated/LoginCaptcha.ascx?Employer=14654&Location=0600)
  - Please complete this form on line, print out the generated receipt. This receipt must be hand delivered to SFAE.
- 2 Forms of Identification (Driver's License, Social Security Card)
- Supplementary Form
- Contingent I Form

Additional forms needed for Non USA Citizens:
- Permanent Resident Certification
- W9 Form
- Passport or Permanent Resident Card

Please note processing time will be delay for missing, incomplete or incorrect documents
Electronic I-9 Form

Electronic I-9 form is online
- Please complete this form on line,
- Print out the generated receipt.
- Submit the receipt to SFAE office.

(https://secure.i9.talx.com/preauthenticated/LoginCaptcha.ascx?Employer=14654 &Location=0600)

Student are not permitted to work until the generated receipt has been submitted to the SFAE office.
PAYROLL DOCUMENTS TO BE RETURNED
(processing time for payroll documents 4 to 6 weeks)

Non-Residents of the U.S.A. must complete two additional forms: the W-9 and Citizenship Status Form.

Non-Residents must provide a Permanent Resident Card or Passport.

There must be appropriate VISA and/or NRA documentation on file at all times. The citizenship form describes appropriate documentation. If there are any problems, please contact the Payroll Office for issues related to VISA and NRA questions @ 410-706-8580.

Students will not receive their first paycheck for 4 to 6 weeks after all of the payroll documents listed above have been completed properly. Incorrect, incomplete, or missing payroll documents will delay the processing time.
The rates of pay range from $10.00 - $17.00 per hour depending upon job classification.

- Student/Office Administrative
- Student/Technical
- Student/Research (Lab)
- Student/Research (Publications)
- Student/Tutors/ Aides
- Student/Program Administration

Students are paid bi-weekly.

Payroll checks and direct deposit stubs are mailed to the address listed on the check.
Only the supervisor or alternate listed on the Job Certification Form may approve timesheets.

Off Campus supervisor and student signatures are required in order to process the timesheet.

Once supervisors have reviewed and signed students’ timesheet, the students should not receive them back unless a correction is necessary. (Supervisors must verify all corrections.)

Late timesheets will not be processed until the next pay period. No exceptions!

Incorrect/incomplete timesheets will not be processed until correct timesheets are received.

Students’ timesheets should indicate their total number of hours worked.
FWS Electronic Timesheets
On Campus Site

The Federal Work-Study timesheets are now electronic.
(Click here to access student’s electronic timesheet procedures.)

FWS students only enter the total hours worked in a day.
(Not in and out times)

FWS supervisors and their alternate supervisors are required to approve their student employees’ time.

FWS electronic timesheets are due when regular employee timesheets are due. (Click here for FWS pay schedule)
The Federal Work-Study Timesheets process is slightly different for FWS students at off-campus sites. Students will enter time worked electronically in the system but, FWS Off-campus Supervisors will not have access to the system and therefore, addition steps are needed. FWS students at off-campus sites will still submit their timesheets electronically, but they must print a copy of the completed electronic timesheet and then have their off-campus supervisor sign it and submit the paper copy to verify the hours. The paper copy can be faxed but the original must be mailed or hand delivered to our office.

Please note:
• Once supervisors have reviewed and approved student’s timesheet, the student should not receive it back unless there is need for a correction (supervisors must verify all corrections).

• Students are not permitted to submit, deliver or approve their own timesheets or any other students’ timesheet(s) for any reason.

• Students are not permitted to enter another students electronic time for any reason.
FWS Electronic Timesheets
Off Campus Site

The FWS timesheets for off campus sites are processed differently. (Click here for off campus timesheet procedures)

Supervisors at off-campus sites will not have access to the online system and therefore, one additional step is needed.

FWS students at off-campus sites will still submit their timesheets electronically, but they must print a copy of the completed electronic timesheet and then have their off-campus supervisor sign it and submit the paper copy to verify the hours.

The paper copy can be faxed, however, we must receive the original by U.S. mail or hand delivery to our office.
Electronic Timesheet Access Instructions
Quick Tips for Student
(to submit timesheets)

Log In to My UM Portal
https://myumb.umarvland.edu/psp/paprod/?cmd=login

Click on the tab
My UM Employee Self Service

Click
My Non-Exempt Timesheet

Click
Add a New Value

Click
Add

You should see your FWS timesheet
All of the Federal Work-Study Forms that have been placed on our website are now interactive. You can type your information while on your computer then save, print and submit to the Office of Student Financial Assistance and Education.

http://www.umaryland.edu/workstudy
2017-2018 FWS Confirmation Form

Print Student’s Full Name

Students must provide student ID:

The federal government requires that all Federal Work-Study participants review the Federal Work-Study Policies and Procedures before actively participating in the Federal Work-Study Program.

I acknowledge that I have read all the information contained in the Federal Work-Study Program Policies and Procedures and understand the meaning and intent. I also certify that the personal information is accurate and that I am the individual listed above.

__________________________________________  ______________
Student’s Signature                Date
CONTACT PERSON

Yvette Gregory
Federal Work-Study Coordinator
or
Darissa Monroe
Director of Student Employment

601 W. Lombard Street, Suite 221
Baltimore, MD 21201
fws@umaryland.edu
410-706-7347
THANK YOU

FOR YOUR PARTICIPATION IN
THE FEDERAL
WORK-STUDY PROGRAM