



UNIVERSITY *of* MARYLAND

Student Financial Assistance: Office of Student Employment

2023-2024

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.



FWS AWARD

The Federal Work-Study award is based on the student's financial need:

Students must complete a FAFSA for financial need to be determined.

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

FWS Earnings are determined by the student's hours worked.

Prior to the student reaching \$1,000 in remaining funds, they may request a review of additional funds, by contacting the Office of Student Employment.

Once a student has reached the \$1,000 threshold, both student and supervisor will receive biweekly reminder emails from the Office of Student Employment until the funds are depleted.

Students may not continue working under the FWS program if their request for additional work-study funds has been denied.

The amount students are awarded **cannot** be rolled over to another academic year.



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;
(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 valid FAFSA on file for the current year to be considered for federal work-study.

Once deemed eligible by the Office of Financial Assistance, students would need to be hired by an approved federal work-study job site and then log into SURFS to accept the offered award.

Students have 60 days to accept an offered FWS award or the funds will be subject to cancellation.

Once hired, students would complete the required employment paperwork and submit to the Office of Student Employment. All employment paperwork must be submitted in person to the Office of Student Employment. Please review FWS website for in-person submission windows. We will not accept electronic submissions.

***All eligible FWS students must review the Federal Work-Study Procedures, located on the Work-Study website, <https://www.umaryland.edu/workstudy/> ***

Only students who are awarded FWS funds can participate in the FWS Program.



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SUMMER 2023 FWS

Students are no longer required to be registered for summer classes to qualify for summer FWS.

Summer Federal Work-Study Students:

Employment opportunities for summer are available both on campus and off campus. To qualify, the employer must have an approved Federal Work-Study position listed on our approved job website. If you are interested in an approved position when reviewing our website, you are able to move forward in reaching out to the hiring supervisor to request a phone or virtual interview.

Students are eligible to work up to **29 hours per week total** if they are awarded students with a summer award. Students should check their SURFS account to verify if awarded for summer.

****Please note, the FWS summer term ends August 12th, 2023****

Please refer to the university's academic calendar to determine if your program of study has a summer term as not all programs do.

This does not apply to programs that does not have a summer term i.e.: Post Doc Dental, 3rd/4th year SOD and SOM, etc. Please refer to the university's academic calendar for more information



STUDENT RESPONSIBILITIES

All students must annually review the online FWS Orientation. Please sign and return the Confirmation Form that verifies you have viewed and agree to the information stated in the orientation.

Students and their supervisors must complete a Job Certification and Orientation **annually**.

Students must set up an acceptable work schedule with the supervisor and submit a class schedule with their employment contract.

Students must attend all training and orientations scheduled by their employer.

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

Students are not permitted to work from home or when the university is closed as this is the standard practice.*

During any interim policy related to COVID-19 or any other disaster affecting the university, communication regarding temporary changes to a student's work environment including telework and working from home will be amended and communicated.



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STUDENT RESPONSIBILITIES

Check the accuracy of all hours before submitting your timesheet electronically. Once supervisors have reviewed and approved their 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 any other students' timesheet(s) or for off-campus sites, deliver their own timesheets, for any reason.

Students must submit their accurate hours electronically and on-time. * Please review the FWS Scheduled Pay Periods Resource Guide *

Failure to submit timesheets on-time may impact future federal work-study employment

Students are not permitted to enter another student's electronic time for any reason.

Students are not permitted to submit employment documents on behalf of another student.

Students must monitor their earnings, so 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.)



STUDENT REMINDERS

Students will not be provided retroactive payments by the Office of Student Employment for hours worked prior to receiving an approved start date. Students are unauthorized to work without being approved by our office.

Students are unable to begin working under the work-study program until they have been (1) Awarded FWS for the academic year, (2) Hired by an approved job site (published on our job site) for the academic year, (3) Accepted their offered FWS award in SURFS, (4) Submitted current academic year employment documents to our office for review and approval, and (5) Have been issued a start date for the current academic year. Students are not permitted to attend training, employee/staff meetings, staff phone calls, etc. prior to the approved start date.

Student employees are not eligible for additional or supplemental pay for approved jobs duties or duties that exceed the approved job description. Students can only be paid for hours actually worked.

Start dates for student employees are typically 3-4 weeks from the date of receiving completed employment documents in the Office of Student Employment.



FWS WORKLOAD

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

Federal Work-Study Students: Work-study students are not permitted to exceed 20 hours of work per week and must be enrolled properly, 6 credit hours for graduate/professional students and 9 credit hours for undergraduate students after the add/drop period during the fall and spring semester.

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

Under no circumstances may a student receive payment from the federal work-study funds in excess of 20 hours per week. The supervisor's department/organization will be responsible for paying students for hours that exceed the maximum.

All earnings earned in excess of each student's award amount will be charged to the organization or department.

Students are only permitted to work one FWS job and the hours worked cannot exceed the maximum hours worked per week.

****Although students are eligible to work a total of up to 20 hours per week, please be aware that a student's work schedule and eligible hours of work are contingent on the approved job site/supervisor's tasks and assignments, department needs, and other variables that contribute to the work schedule. ****



FWS Employment

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 express interest in an approved FWS position with the prospective employer. An interview may follow based on the department's interest.

Off- Campus Approved FWS positions: Federal Work-Study job sites cannot be outside of the State of Maryland and the District of Columbia.

After finding a qualifying position,

- The student must submit a completed Job Certification Form
- The student must submit a Federal Work-Study Employment Contract
- The student must complete the online FWS Student Orientation and submit the confirmation page
- All **new** FWS participants must complete a Payroll Packet.



JOB CERTIFICATION

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 employment procedures.

A new Job Certification form must be completed annually (the beginning of each academic year) even if the student:

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

The hiring supervisor should not submit student employment forms on the student's behalf.

Students cannot begin work until renewal or new hire employment documents are completed and approved. Once the student's paperwork is approved, both the student and supervisor will receive a confirmation email confirming the effective start date from the Office of Student Employment.



NEW HIRE PAYROLL PACKET

New students must submit a complete new hire Payroll Packet. Missing or incomplete documents will hinder the student from beginning work and being paid.

Students will not receive their first paycheck until 4 to 6 weeks after their correct payroll documents have been received.

For more information, please review the Procedures and New Hire Checklist on www.umaryland.edu

Payroll Packet Forms to be submitted to the Office of Student Employment:

- I-9 online confirmation sheet
- Submit required, original [I-9 acceptable documents](#) (ie. Driver's License, Social Security Card, or passport)
- Information Sheet
- Job Certification
- Student Contract (Contingent I Form)
- Supplementary Form

Payroll Packet Forms to be mailed to the address at the bottom of each form:

- Direct Deposit Form (use online fillable feature)
- W-4 Form (use online fillable feature)
- MW507 Form (use online fillable feature)

****Forms cannot be mailed to CPB until after employment documents are received in office and student has received their start date email.****

Additional forms needed for Non-US Citizens:

- Permanent Resident Card

Please note processing time will be delayed for missing, incomplete or incorrect documents.



Electronic I-9 Form

When accessing your I-9, please enter Employer Code: **14654**

When accessing the electronic I-9 form:

- Please complete section 1 of the I-9 form online, <https://www.newi9.com/>
- Keep a copy of the generated receipt.
- Submit the receipt to Office of Student Employment with Step Two documents.
- Section 1 of the I-9 must be completed before submitting employment documents to our office for review.
- Failure to complete I-9 will result a delay for employment consideration.
- **Do not lose original identification used for I-9:**
 - All new hire students will need to present all original required I-9 acceptable documents to the Office of Student Employment when submitting paperwork to our office for review.



FWS Job Types

The rates of pay range from \$15.00 - \$19.00 per hour depending upon the job classification.

The rate of pay for each position is determined by the Office of Student Employment and cannot be negotiated.

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

Students are paid bi-weekly.

All students are provided with the FWS Scheduled Pay Periods Resource Guide. The guide assists students with pay period information, timesheet due dates, and payroll check distribution dates.

Please note, the rate of pay is reviewed based on the job's description and our internal rubric.



FWS TIMESHEETS PROCEDURES

On Campus Site

Only the supervisor or alternate listed on the Job Certification Form may approve timesheets.

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

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

Late timesheets will not be processed until the next pay period.

Incorrect/incomplete timesheets will not be processed and will be recycled back to the student(s) for corrections.

Students' timesheets should indicate their total number of hours worked (not to exceed 20 hours per week).

Please adhere to the Timesheet due date schedule found on the Federal Work-Study Scheduled Pay Periods reference sheet.

(The reference sheet can be found on the FWS website and in the Office of Financial Assistance/Office of Student Employment).

***Failure to submit timesheets on-time may impact future work-study employment and awarding of work-study funding ***



FWS Electronic Timesheets

The Federal Work-Study timesheets are electronic.

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

FWS students should record hours in 15-minute increments or *round* to the nearest 15 minutes (for example, when creating a work schedule, please do not work or report time as .67,.83, .53).

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

*Timesheet Resource Guides and the Pay Period Reference sheet can be found on the FWS website: <https://www.umaryland.edu/workstudy/>.

When an outstanding timesheet is past due by 3 pay cycles, a manual paper timesheet would be required and would be initiated by the Office of Student Employment. It is the responsibility of the student employee to notify the Office of Student employment.

Once FWS students are processed in the payroll system and supervisors are set up, the Office of Student Employment will send a notification email to both the student and supervisor notifying them to begin recording hours electronically



FWS TIMESHEETS PROCEDURES

Concurrent Employment: Reporting on Two Timesheets

(For students approved to work two student positions 1 work-study position and 1 non-work study position)

When reporting hours worked on your two separate timesheets (non-work study and work-study timesheet), please use the comment section on both timesheets. Please copy and paste/add, your in-and-out of hours when reporting hours on the same day, in the Comment Text section. This can be found at the bottom of your timesheets:

You can list hours -exemplified below:

Example:

- NWS HOURS: 2/15 – 2PM -4PM
- FWS HOURS: 2/15 – 8:00AM – 11:00AM

Personalize | Find | View All | [Icons] | First 1 of 1 | Last

Comment Text

[Text Input Field]

[+] [-]

Save As Draft | Apply Edits

Correct Timesheet | Submit

Employee Email Address

Primary Supervisor: J

Return to Search | Notify

If you forget to complete this section, please notify your supervisor to update prior to their approval.



FWS TIMESHEETS PROCEDURES

Off-Campus Site

- **The FWS Timesheets for off campus sites are processed differently.**
- Supervisors at off-campus sites will not have access to the UMB 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 signed paper copy can be faxed or emailed by the FWS supervisor, but the original will still need to be mailed or hand delivered to our office.**

Please note:

- 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 student's electronic time for any reason.

* Once FWS students are processed in the payroll system and supervisors are set up, the Office of Student Employment will send a notification email to both the student and supervisor notifying them to begin recording hours electronically *



Electronic Timesheet Access Instructions

Quick Tips for Student

(to submit timesheets)

Log In to My UM Portal

<https://myumb.umaryland.edu/psp/paprod/?cmd=login>

Click on the tab

My UM Employee Self Service

Click

My Non-Exempt Timesheet

Click

Add a New Value (Enter the end date of the pay period)

Click

Add

Your FWS timesheet should appear to enter your hours and submit



Electronic Timesheet Access Instructions
Quick Tips for Student
(to review timesheet history)

Log In to My UM Portal

<https://myumb.umaryland.edu/psp/paprod/?cmd=login>

Click on the tab

My UM Employee Self Service

Click

My Timesheet History

<https://www.umaryland.edu/workstudy/>



Requesting an Adjustment of Federal Work-Study Funds:

Amending Offered FWS Award to Request Loan Increase

Since offered Federal Work-Study (FWS) awards are considered earning potential and students must work to earn offered funds, if you deem that you will not work and/or earn up to your maximum offered FWS award, you may request a reduction of FWS funds and an increase of your federal loans (if applicable).

Requests may be sent to FWS@umaryland.edu and you may CC your financial aid counselor to your email request. Once your request for a reduction of FWS funds has been received, the Office of Student Employment will review your remaining FWS funding available and will determine if you need to end employment based on remaining funds available. Our office will then communicate to you the impact of your request and if you are able to continue working.



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2023-2024 FWS Confirmation Form

(Please print and sign your name and submit with other employment documents. Electronic signatures will be accepted)

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 am signing in acknowledgement that the Office of Student Employment sets non-negotiable rates of pay for approved job positions and that I cannot exceed the financial aid/FWS awarded amounts.

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.

I understand backdated timesheets will not be processed if I am not certified to work under the FWS Program and that the Office of Student Employment will not provide retroactive payments to me if I begin to work before my approved effective start date.

Student's Signature

Date



CONTACT INFORMATION

Office of Student Employment
601 W. Lombard Street, Suite 221
Baltimore, MD 21201
fws@umaryland.edu
410-706-7347



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THANK YOU

**FOR YOUR PARTICIPATION IN
THE FEDERAL
WORK-STUDY PROGRAM**