



UNIVERSITY *of* MARYLAND

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# Student Financial Assistance: Office of Student Employment

2019-2020

Federal Work Study Orientation for  
**Supervisors**



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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 their full award**, they may request a review of additional funds, by contacting the Office of Student Employment.

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



# 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 STUDENTS RECEIVE FEDERAL WORK-STUDY**

Students must have a completed FAFSA on file for the current year.

Students have 30 days to accept an offered FWS award or the funds will be subject to cancellation.

Before students can begin working: Students must complete the Job Certification Form and a Payroll Packet before they begin to work.

If FWS does not appear on the award letter, students who are interested in work-study should contact the Office of Student Financial Assistance and Education and complete a FWS Request form.



# SUMMER FWS

Students **MUST** be registered for summer classes to qualify for summer FWS.

**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.

Opportunities for employment are available both on campus and off campus. To qualify the employer must be an approved Federal Work-Study site.

Students are eligible to work up to **20 hours per week total**.



# ON-CAMPUS FWS SUPERVISORS

**To be considered for approval as a Federal Work-Study job site (annually):**

- Complete and return the Supervisor Request Form
- Include a Federal Work-Study Job description (a separate document)
- Return the signed acknowledgement page from the Federal Work-Study Orientation for Supervisors

All employer paperwork must be submitted via email, campus mail, or in person to the Office of Student Employment. **601 W. Lombard St., Suite 221, Baltimore, MD 21201.**

**\*Students cannot submit supervisor paperwork on a supervisors behalf \***

**Once your position is approved, you will receive an email confirmation and may begin interviewing FWS eligible students.**

**Rate of pay for each position is determined by the Office of Student Employment**



# OFF-CAMPUS FWS SUPERVISORS

**To be considered for approval as an Off-Campus Federal Work-Study job site (annually):**

- Complete and return the Participation Agreement Contract which initiates your eligibility in the Federal Work-Study Program
- Complete and return the Supervisor Request Form
- Include a Federal Work-Study Job description (a separate document)
- Return the signed acknowledgement page from the Federal Work-Study Orientation for Supervisors

All employer paperwork must be submitted via email, campus mail or in person to the Office of Student Employment. **601 W. Lombard St., Suite 221, Baltimore, MD 21201.**

**\*Students cannot submit supervisor paperwork on a supervisors behalf \***

Once your position is approved, you will receive an email confirmation and may begin interviewing FWS eligible students.

**Rate of pay for each position is determined by the Office of Student Employment**



## OFF-CAMPUS COMPENSATION FOR FWS

### **Community Service Agency:**

If the FWS student's responsibility is tutoring in a literacy program, the Federal Work-Study Program will pay 100% of the student's salary.

### **Private/Public Non Profit Organization:**

If the FWS student partners with an eligible non-profit organization, the Federal Work-Study Program will pay 90% of the student's salary and the non-profit organization is required to pay the remaining 10%.

The Federal Work-Study Program will pay 100% of the student salary and will bill the organization for 10% of the total gross compensation earned for the academic year.



# SUPERVISOR'S RESPONSIBILITIES

**Students are not permitted to work from home. There are no exceptions to this rule.**

Must view the online FWS Orientation annually.

(Please return the Confirmation Form that verifies you have viewed the orientation.)

Establish an acceptable working schedule with the student.

Provide a thorough orientation and training for the student.

Explain the regulations and practices relevant to the office/position.

Check the **accuracy** of all hours on a student's timesheet.

Review student's electronic timesheet for approval **on-time** each pay cycle.

**\*Failure to approve timesheets on-time may impact future position approvals\***



## SUPERVISOR'S RESPONSIBILITIES

**Off-Campus** supervisors must sign paper timesheets and submit electronically.

**Off-Campus** supervisors must submit the student's timesheet(s) via mail or in person to the Office of Student Employment.

Students are not permitted to submit or deliver their own timesheets or any other students' timesheets.

Students are not permitted to work from home or when the university is closed.

The supervisor and student must monitor the earnings so that the student does 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.)**

Verify that the student has reported to the Office of Student Employment to submit renewal employment documents or new hire Payroll Packets.



# Supervisor Request Form

**The Supervisor Request form provides authorization that a supervisor is eligible to participate in the Federal Work-Study Program.**

The Supervisor's Request form identifies who will be the authorized supervisor(s).

**No student will be paid for hours worked if an unauthorized supervisor signs their timesheet.**

**A new Supervisor's Request form must be completed annually** (the beginning of each academic year) even:

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

**Job description must be accompany the Supervisor's Request.**

Students may not be interviewed at a work site until the Supervisor's Request form is completed and returned to the Office of Student Employment and confirmed as approved.



## FWS WORK LOAD

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.

**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.

**Students are not permitted to work from home or when the [university is closed](#).**



## FWS Employment

A variety of FWS positions are available and listed on UMB's Federal Work-Study web page. Once positions are approved, they will be posted on our approved job site <http://www.umaryland.edu/workstudy>

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

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 students 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 date and rate of pay for the position.**



## **PAYROLL DOCUMENTS TO BE RETURNED**

### **THE PAYROLL PACKET MUST BE COMPLETED IN BLACK INK**

Students must submit a complete a new hire Payroll Packet. Missing or incomplete documents will hinder the student from being paid.

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

#### Payroll Packet Forms:

- Information Sheet
- Direct Deposit Form
- W-4 Form (use black ink, no scratch-outs, no white-out)
- I-9 online
- 2 Forms of Identification (Driver's License, Social Security Card)
- Supplementary Form
- Student Contract (Contingent I Form)

#### **Additional forms needed for Non USA Citizens:**

- Permanent Resident Certification
- W9 Form
- Permanent Resident Card

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



# FWS Job Types

The rates of pay range from \$10.10 - \$19.00 per hour depending upon the job classification.

**The rate of pay for each position is determined by the Office of Student Employment**

- Student/Office Administrative
- Student/Technical
- Student/Research (Lab)
- Student/Research (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.



## FWS TIMESHEETS

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.

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.

Please adhere to the Payroll Calendar's schedule for approving student timesheets on-time.

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.

**\*Failure to approve your student(s) timesheets on-time may impact future position approvals\***



## **FWS Electronic Timesheets On Campus Site**

**The Federal Work-Study timesheets are electronic.**

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 electronically.

**FWS electronic timesheets are due when regular employee timesheets are due.**

\*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 Electronic Timesheets 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.**

\* 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

## Quick Tips for Supervisors

(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**

Approve Electronic Timesheets

### **Click**

Fetch

### **List of employee timesheets should show**

Approve (timesheets that are correct)

Recycle (problem timesheets back to student for correction)

And Save



## 2019-2020 FWS Confirmation Form

\_\_\_\_\_  
**Print Name of the Organization which reviews the Federal Work-Study Presentation**

\_\_\_\_\_  
Print Supervisor's Name

\_\_\_\_\_  
Print Alternate Supervisor's Name

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 personal information is accurate and that I am the individual listed above.

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Alternate Supervisor's Signature

\_\_\_\_\_  
Date



# CONTACT INFORMATION

Office of Student Employment  
601 W. Lombard Street, Suite 221  
Baltimore, MD 21201  
[fws@umaryland.edu](mailto:fws@umaryland.edu)  
410-706-7347



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**THANK YOU**

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