# UNIVERSITY OF MARYLAND

## SUMMER 2020 – Amended Hiring Request during COVID19

**FEDERAL WORK-STUDY SUPERVISOR’S STUDENT REQUEST**

(Supervisor’s On-line Orientation must be completed) [http://www.umaryland.edu/workstudy](http://www.umaryland.edu/workstudy)

**TO PARTICIPATE IN THE FWS PROGRAM THERE MUST BE A SUPERVISOR AND AN ALTERNATE SUPERVISOR**

**Mandatory: Attach a job description for this FWS position (please ensure only telework capable duties are included).**

<table>
<thead>
<tr>
<th>Could this work-site be considered as Community Service?</th>
<th>Yes____ No______</th>
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</thead>
<tbody>
<tr>
<td>UMB Department_________________________________________</td>
<td>(Full Name of Department)</td>
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<tr>
<td>Off-Campus Agency________________________________________</td>
<td>(Full Name of Agency- For Off-Campus Positions Only)</td>
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<td>Address___________________________________________________</td>
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<tr>
<td>Telephone_________________________________________________</td>
<td>Fax No.________________</td>
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<tr>
<td>Work Study Supervisor’s Full Name___________________________</td>
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<tr>
<td>Work Study Supervisor’s Title_______________________________</td>
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<td>E-mail Address______________________________________________</td>
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<tr>
<td>Alternate Supervisor’s Full Name____________________________</td>
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<td>Alternate Supervisor’s Title_______________________________</td>
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<td>E-mail Address______________________________________________</td>
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<tr>
<td>Job Title___________________________________________________</td>
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</table>

**Telework Duties Only: Please attach a separate job description (see below)**

Completion of this request form does not guarantee the department/agency will have a Federal Work-Study student employee. The person who signs this form must also sign the Job Certification Form and approve the biweekly payroll timesheets. If a student exceeds their maximum FWS award, the supervisor’s department is responsible for paying 100 percent of the over award.

**Return completed form to:**

E-Mail: fws@umaryland.edu

Phone: 410-706-7347
You may click the fill and sign feature in Adobe to either copy and paste or type out the job duties below.

**Detailed Job Description of Telework Capable Position:**