Federal Work-Study Payroll Check List

Federal Work-Study Students must complete a Payroll Packet. All forms must be completed in black ink. Students are not permitted to work until a completed Payroll Packet has been submitted to the Student Employment Office, and a confirmation email has been received. Missing or incomplete documents will prevent the student from starting to work.

___ Federal Work-Study Information Sheet (new hire only)
___ Job Certification Form
___ Student Employment Agreement Form (Contingent I Student Agreement)
___ Employee Supplemental Data Information Form (new hire only) (3 pages)
___ W-4 Form: Federal and State Withholding Form (new hire only)
___ State of Maryland Direct Deposit Form (No Voided Check Needed) (new hire only)
___ On-line Student Orientation Confirmation Sheet (www.umaryland.edu/workstudy)
___ On-line I-9 Confirmation Receipt (new hire only) newi9.com (employer code 14654)
___ Identification: Original Driver License and Social Security Card or refer to List of Acceptable Documents on the i-9 website

***Non U.S. Citizens Additional Information is needed:

___ Additional Identification: Permanent Resident Card or Passport
___ W-9 Form: Request for Taxpayer Identification Number and Certification
___ Permanent Resident Certification

No electronic submissions of employment forms will be accepted.

Please complete and submit the required documents to the address listed below:

Student Employment
Office of Student Financial Assistance & Education
University of Maryland, Baltimore
601 W. Lombard Street, Suite 221
Baltimore, MD 21201
(410) 706-7347

Students are not permitted to work until all of the requested documents are received. Any hours worked prior to us receiving these documents cannot be paid through FWS funds. A confirmation email will be sent to you and your supervisor once the documents have been processed by our office.

E-Mail: fws@umaryland.edu
URL: www.umaryland.edu/workstudy