Student Financial Assistance: Office of Student Employment

2020-2021
Federal Work Study Orientation for Supervisors
## TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Topic</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interim Hiring Practices due to COVID-19</td>
<td>Federal Work Study Hours</td>
</tr>
<tr>
<td>Federal Work Study Award</td>
<td>Federal Work Study Jobs</td>
</tr>
<tr>
<td>Community Service</td>
<td>Job Certification</td>
</tr>
<tr>
<td>How to Receive Federal Work Study</td>
<td>Online Timesheet access</td>
</tr>
<tr>
<td>Summer Federal Work Study</td>
<td>Federal Work-Study Confirmation</td>
</tr>
<tr>
<td>Supervisor’s Responsibilities</td>
<td>Department Contact Information</td>
</tr>
</tbody>
</table>
Interim Hiring Practices due to COVID-19

Below are the amended hiring practices due to the current state of the campus for the 2020-2021 academic year. The contents in the remainder of this orientation are for the entire academic year as the FWS Program has not changed.

During the interim hiring process as a result to COVID-19:

• Positions are only being approved for the 2020-2021 academic year if they have telework capabilities.
• FWS positions will be classified/reclassified under 4 job functions with telework capable duties:
  Technical, Research Lab/Clinical, Tutor, and Program Administrator
• Students are unable to come to campus for work until further guidance is provided by campus leadership and confirmed by the Office of Student Employment.
• All employment documents can be electronically signed and submitted to fws@umaryland.edu.
• Students are classified as non essential employees with respect to COVID-19.

In addition to these amended changes, please review the rest of orientation as changes have been made throughout.

To approve your FWS job, please ensure both primary and alternate sign the confirmation page and submit to our office with the other required documents.
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 valid FAFSA for financial need to be determined.

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

FWS Earnings are determined by the student’s hours actually 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 per term 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 per term cannot be rolled over to another term.
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.
Financial Aid Award Example

As a reminder, students receiving financial aid cannot exceed financial aid/FWS amounts per term.

<table>
<thead>
<tr>
<th>Fund</th>
<th>Status</th>
<th>Period</th>
<th>Offered</th>
<th>Accepted</th>
</tr>
</thead>
<tbody>
<tr>
<td>1FWS</td>
<td>ACPT</td>
<td>201909</td>
<td>4,500.00</td>
<td>4,500.00</td>
</tr>
<tr>
<td>1FWS</td>
<td>ACPT</td>
<td>202002</td>
<td>4,500.00</td>
<td>4,500.00</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>9,000.00</td>
<td>9,000.00</td>
</tr>
<tr>
<td>Fund Total</td>
<td></td>
<td></td>
<td>9,000.00</td>
<td>9,000.00</td>
</tr>
</tbody>
</table>

In this example:

- Student A has a total award of $9,000 for Fall and Spring terms
- The student has $4,500 for the fall (201909) and $4,5000 for the spring (202002)
- Student A is unable to earn more than $4,500 in the fall term
- Student A is unable to earn more than $4,500 in the spring term
- Student A will receive an email when they near $1,000 in remaining funds per term
- Once Student A begins to receive the $1,000 remaining funding email from the Office of Student Employment, they will receive the email biweekly until the funds are depleted
- Once student A earns their total allocation per term, they are unable to work until the next term.

Please note, these rules apply to summer, fall, and spring terms.
HOW STUDENTS 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 student.

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 at fws@umaryland.edu.

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

**Summer Federal Work-Study Students:**
Opportunities for employment were available both on campus and off campus. To qualify, the employer must have been an approved Federal Work-Study site with responsibilities that could be fulfilled by telework. If an awarded 2020-2021 renewal FWS student was interested in your position, you would have conducted virtual or telephone interviews to proceed with employment consideration.

Students were eligible to work up to **29 hours per week total** if they were renewal students with a summer award. Students would have checked SURFS account to verify if awarded for summer.

*Summer term ends August 15th, 2020*

Please refer to the academic calendar to determine if a student’s program of study has a summer term as not all programs do. Please note, we are no longer reviewing students for summer employment consideration.

This did not apply to programs that did not have a summer term ie: Post Doc Dental, 3rd/4th year SOD and SOM etc. Please refer to the university’s academic calendar for more information.
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. **Page must be signed by both the primary and alternate supervisor.**

All employer paperwork must be submitted via email to the Office of Student Employment.

*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 and cannot be negotiated.**
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. Page must be signed by both the primary and alternate supervisor.

All employer paperwork must be submitted via email to the Office of Student Employment.

*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 and cannot be negotiated.
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, this is a 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.*

Must view the online FWS Orientation annually.
(Please return the signed Confirmation Form that verifies you have reviewed 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.

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

Students are not permitted to work when the university is closed due to inclement weather or federal holidays.

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 and received an effective start date via email from the Office of Student Employment.
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.

A new Supervisor Request Form must be submitted and approved if there is to be a change in supervisor(s) at any point during the academic year prior to the change in supervision.
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 semesters.

**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 during the fall/spring term. 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.
FWS Employment

Federal Work-Study positions are available and listed on UMB’s Student Employment website. 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.

*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 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.
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 pay check 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
•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 black ink, no scratch-outs, no white-out)
•W-4 Form (use black ink, no scratch-outs, no white-out)
•MW507 Form (use black ink, no scratch-outs, no white-out)

Forms to be submitted to University of Maryland’s Human Resources Office (after you receive confirmation email from Human Resources):
Once a student receives an email from Human Resources regarding section 2 of I-9 -
  (ie. Driver's License, Social Security Card, or passport)

Additional forms needed for Non USA Citizens:
•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 and is not negotiable. The rate of pay is reviewed based on the job’s description and our internal rubric.

- 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.

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.

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

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 emailed by the FWS supervisor prior to the student’s electronic timesheet approval.

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 students 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 entail 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
2020-2021 FWS Confirmation Form

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

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

If you are unable to provide both signatures on one acknowledgement page, please send us two separate signed copies.
CONTACT INFORMATION

Office 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