NEW HIRE FEDERAL WORK-STUDY (FWS) PROCEDURES UNDER COVID-19

If you were offered and are accepting FWS funds, you must submit the following documentation for approval to the Office of Student Employment BEFORE YOU BEGIN WORKING. All of the indicated documents are required for students’ eligibility and can be found at www.umaryland.edu/workstudy.

Contingent on the accuracy of submitted documents, it may take approximately four to six (4 - 6) weeks from a student’s confirmed effective start date before receiving the first paycheck.

New FWS Students: Please review the federal work-study website for announcements, time sheet information, and other relevant work-study resources prior to submitting any forms to the Office of Student Employment. Electronic signatures and submissions of employment documents will be accepted while COVID-19 practices are in place.

***SUBMISSION OF STEP ONE AND STEP TWO ARE TIME SENSITIVE***

**Step One:** First step for employment consideration.

- Complete I-9 on newi9.com (employer code 14654) – gather required I-9 acceptable documents
- *For Non U.S. Citizens (Permanent Residents) – Permanent Resident Card or Passport Required*

**Step Two:** Once submitted to FWS@UMARYLAND.EDU, we will be in communication with you regarding next steps.

- I-9 Confirmation Receipt
- Federal Work-Study Information Sheet
- Job Certification Form
- Student Employment Agreement Form (Contingent I Student Agreement)
- Employee Supplemental Data Information Form (3 pages)
- On-line Student Orientation Confirmation Sheet

**Step Three:** Complete Payroll Forms in black ink and mail to the address at the bottom of each form.

***Processing of payroll forms may take approximately six weeks from date received contingent on accuracy of submitted forms.***

- W-4 Form: Federal Withholding Form
- MW-507 Form: State Withholding Form
- State of Maryland Direct Deposit Form (No Voided Check Needed)

Within 15 days of accurately submitting Step Two and receipt of Step One as well as mailing in Step Three, University of Maryland’s Human Resources office will send you an email with a secure link to submit required identification.

YOU MAY NOT BEGIN WORKING UNTIL THE OFFICE OF STUDENT EMPLOYMENT HAS APPROVED ALL OF YOUR DOCUMENTS AND YOU HAVE RECEIVED A CONFIRMED START DATE EMAIL.

If you were offered and are declining FWS funds, you must do so by selecting the ‘Decline’ option on the Accept Awards by Aid Year page of SURFS.

**IMPORTANT INFORMATION FOR ALL FWS STUDENTS:**

1. All approved positions for the 2020-2021 academic year under interim COVID 19 hiring are available on our webpage http://www.umaryland.edu/workstudy.
2. Timesheets will NOT be accepted or processed for students who have not submitted ALL of the required FWS documentation to the Office of Student Employment.
3. Backdated timesheets will NOT be processed for students not certified to work under FWS Program.
4. We do NOT provide retroactive payments to students who begin to work before an approved effective start date.
5. Under the COVID-19 interim policy, please submit employment documents electronically for review to fws@umaryland.edu.
6. The amount students are awarded per term cannot be rolled over to another term.

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