

Subject: FWS Student Message- 2020-2021 Work-Study Award in Offered Status

You are receiving this email due to having a 2020-2021 work-study award in an **Offered** status. Please see the information below for the respective students' employment and award status (newly awarded or returning student employee).

For newly awarded students for 2020-2021:

As a **newly awarded student** being offered work-study for 2020-2021, the system categorizes you as not having a work-study award with earnings in 2019-2020. Due to being newly awarded, if you are interested in being considered for student employment, in the work-study program, additional steps are required.

- Please review the approved job site on our website to identify positions that may be of interest to you. Once you select the respective position(s), please contact the listed hiring supervisor on the Supervisor Approval Form (PDF). **YOU MAY ONLY APPLY TO POSITIONS THAT HAVE BEEN APPROVED FOR 2020-2021.**
- Once hired, please accept your work-study award in SURFS.
- Once you accept the award in SURFS, please review the Work-Study Procedures and Checklist located on our website and complete the required new hire steps/forms. As a result of the current state of the campus, all positions have mandatory tele-work functionalities and all forms can be submitted electronically.

<https://www.umaryland.edu/workstudy/>

If **you are not** interested in work-study for Fall 2020 or the 2020-2021 academic year, you may decline or reduce the total the award in SURFS. If you notice any issues in SURFS, at that time, please email your financial aid counselor to have them either reduce or decline your award on your behalf.

For returning students for 2020-2021:

As a **returning- awarded student** being offered work-study for 2020-2021, the system categorizes you as having a work-study award with earnings in 2019-2020. Due to having an existing employment record, if you are interested in being considered for student employment, in the work-study program, additional renewal steps are required.

- Please review the approved job site on our website to identify positions that may be of interest to you. Once you select the respective position(s), please contact the listed hiring supervisor on the Supervisor Approval Form (PDF). YOU MAY ONLY APPLY TO POSITIONS THAT HAVE BEEN APPROVED FOR 2020-2021.
- Once hired, please accept your work-study award in SURFS.
- Once you accept the award in SURFS, please review the Work-Study Procedures located on our website under **Returning/Renewal Student** and complete the required renewal employment forms. As a result of the current state of the campus, all positions have mandatory tele-work functionalities and all forms can be submitted electronically.

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If **you are not** interested in work-study for Fall 2020 or the 2020-2021 academic year, you may decline or reduce the total the award in SURFS. If you notice any issues in SURFS, at that time, please email your financial aid counselor to have them either reduce or decline your award on your behalf.

All Federal Work-Study related inquiries or concerns, please email FWS@umaryland.edu. Please email your financial aid counselor if you are having issues with reducing or declining your award in SURFS or if you have financial aid questions regarding your student account or current awards. Please refrain from sending multiple emails to multiple sources.

PLEASE READ BELOW:

Policy Regarding any interested student and work-study employment: Contingent on the work-study position being approved for 2020-2021, eligible and awarded work-study students would be able be interviewed and hired for the interested position. At that time of being hired (or rehired), please accept your award in SURFS and complete the required employment paperwork to submit to the Office of Student Employment (**electronically-** during the current state of the campus as a result of COVID), for review. Contingent on your paperwork being approved, my office will provide both the approved student and hiring supervisor a confirmation email detailing their effective start date. **Only at the time of approval and receiving an effective start date from the Office of Student Employment, would a student be able to work as a student employee, under the work-study program.**

Please note: All positions must be tele-work accessible (mandatory tele-work). Future guidance will be provided to hiring supervisors and active student employees, when changes occur for the Spring term or academic year, as the campus updates their on-campus policy for future semesters.