FEDERAL WORK- STUDY (FWS) PROCEDURES

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:

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 new hire forms to the Office of Student Employment. Students must hand deliver a completed packet for review. Electronic submissions will not be accepted.

- Student Online FWS Orientation (view online) – print and sign confirmation page.
- Job Certification Form- your supervisor must complete section 2 of this form.
- Temporary Student Employment Agreement – Contingent I Student Agreement
- Payroll Packet- available online and in the Student Financial Assistance Office.
- Two forms of identification- (I.E. state issued ID and social security card)
- Lawful Permanent Resident/ Alien- permanent residence card or passport with picture and/or unexpired employment authorization card (If applicable).

All of the indicated documents are required for students’ eligibility to work under the FWS Program. Go to http://www.umaryland.edu/workstudy for all FWS documents.

YOU MAY NOT BEGIN WORKING UNTIL ALL OF YOUR DOCUMENTS HAVE BEEN APPROVED BY STUDENT EMPLOYMENT AND YOU HAVE RECEIVED A CONFIRMED START DATE.

It may take approximately four to six (4 - 6) weeks after payroll documents are accurately completed before receiving the first paycheck.

Returning FWS Students: Please review the federal work-study website for announcements, time sheet information, and other relevant work-study resources prior to submitting any renewal forms to Student Employment. Electronic submissions will not be accepted.

- Student Online FWS Orientation (view online) - print and sign confirmation page.
- Job Certification Form- your supervisor must complete section 2 of this form.
- Temporary Student Employment Agreement – Contingent I Student Agreement

All of the indicated documents are required for students’ eligibility to work under the FWS Program. Go to http://www.umaryland.edu/workstudy for all FWS documents

YOU MAY NOT BEGIN TO WORK UNTIL ALL OF YOUR DOCUMENTS HAVE BEEN APPROVED BY STUDENT EMPLOYMENT AND YOU HAVE RECEIVED A CONFIRMED START DATE.

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. Please also email FWS@umaryland.edu to have the FWS Procedures requirement removed from your record.

IMPORTANT INFORMATION FOR ALL FWS STUDENTS:

1. Federal Work-Study Jobs Listings 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 who were not certified to work under the FWS Program.

4. Student employment documents submitted electronically will not be accepted.

Contact Information: Student Employment Office, 601 W. Lombard Street, Suite 221 Baltimore, MD 21201
fws@umaryland.edu (410) 706-7347