

FEDERAL WORK-STUDY (FWS) PROCEDURES

If you were **offered** and are **accepting FWS funds**, you **must** submit the following documentation for approval to the Student Employment office **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.

- **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.

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.

- **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 Student Employment.
 3. Backdated timesheets will **NOT** be processed for students who were not certified to work under the FWS Program.
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Contact Information: Student Employment Office, 601 W. Lombard Street, Suite 221 Baltimore, MD 21201
fws@umaryland.edu (410) 706-7347