FEDERAL WORK-STUDY (FWS) PROCEDURES UNDER COVID-19 Hiring

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:

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

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.

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 signatures and submissions of employment documents will be accepted while COVID-19 practices are in place.

- Student Online FWS Orientation (view online) -print and electronically 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 VIA EMAIL FROM THE OFFICE OF STUDENT EMPLOYMENT.

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. All approved positions for Summer 2020 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 who were not certified to work under the FWS Program.
4. Under the COVID-19 interim policy, please submit employment documents electronically for review to fws@umaryland.edu.
5. The amount students are awarded per term cannot be rolled over to another term.

Contact Information: fws@umaryland.edu (410) 706-7347