



UNIVERSITY *of* MARYLAND

Student Financial Assistance: Office of Student Employment

2019-2020

Federal Work-Study Orientation for
Student Employees



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What is Federal Work-Study?

Federal Work-Study provides jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay educational expenses. The program encourages community service work and work related to each student's course of study.



Community Service

Services which are identified by an institution of higher education, through formal or informal consultation with local nonprofit, governmental, and community-based organizations, as designed to improve the quality of life for community residents, particularly low-income individuals, or to solve particular problems related to their needs.

Community Service is not:

Working for political affiliations;

Involving any partisan or nonpartisan public or party office;

Lobbying on the federal, state or local level;

**Benefiting organizations with membership limits;
(unions, credit unions, fraternal or religious order)**

Working as a political aide for an elected official;

Working for an elected official, unless the official is responsible for regular administration of federal, state, or local government.



HOW TO RECEIVE FEDERAL WORK-STUDY

Students must have a completed FAFSA on file for the current year to be considered for federal work-study.

Once deemed eligible by the Office of Financial Assistance, students would need to be hired by an approved federal work-study job site and then log into SURFS to accept the offered award student.

Students have 30 days to accept an offered FWS award or the funds will be subject to cancellation.

Once hired, students would complete the required new hire or renewal employment paperwork and submit to the Office of Student Employment.

*All eligible FWS students must review the Federal Work-Study Procedures, located on the Work-Study website, <https://www.umaryland.edu/workstudy/> *

Only students who are awarded FWS funds can participate in the FWS Program.



FWS AWARD

The Federal Work-Study award is based on the student's financial need:

Students must complete a FAFSA for financial need to be determined.

Students cannot exceed the award as determined by the Office of Student Financial Assistance and Education.

FWS Earnings are determined by the student's hours worked.

Prior to the student reaching their full award, they may request a review of additional funds, by contacting the Office of Student Employment.

Students may not continue working under the FWS program if their request for additional work-study funds has been denied.



SUMMER FWS

Students **MUST** be registered for summer classes to qualify for summer FWS.

Federal Work-Study Students: Work-study students are not permitted to exceed 20 hours of work per week and must be enrolled properly, 6 credit hours for graduate/professional students and 9 credit hours for undergraduate students after the add/drop period.

Opportunities for employment are available both on campus and off campus. To qualify the employer must be an approved Federal Work-Study site.

Students are eligible to work up to **20 hours per week**.



STUDENT'S RESPONSIBILITIES

All students must annually view the online FWS Orientation. Please return the Confirmation Form that verifies you have viewed the orientation.

Students and their supervisors must complete a Job Certification annually.

Set up an acceptable work schedule with the supervisor.

Attend all training and orientations scheduled by their employer.

Students must follow the regulations and practices set by their employer.

Students are not permitted to work from home or when the university is closed.



STUDENT'S RESPONSIBILITIES

Check the accuracy of all hours before submitting your timesheet electronically. Once supervisors have reviewed and approved their student's timesheet, the student should not receive it back unless there is need for a correction (supervisors must verify all corrections).

Students are not permitted to submit any other students' timesheet(s) or for off-campus sites, deliver their own timesheets, for any reason.

Students must submit their accurate hours electronically and on-time. * Please review the FWS Scheduled Pay Periods Resource Guide *

Failure to submit timesheets on-time may impact future federal work-study employment

Students are not permitted to enter another students electronic time for any reason.

Students must monitor their earnings so they do not exceed their maximum FWS award or hours worked in a day or week. (If a student earns more than his/her maximum FWS award, it is the responsibility of the department for which the student works to pay the additional amount.)



FWS WORK LOAD

Participation in the FWS Program will be terminated once a student withdraws from all their classes or graduates from their program.

Federal Work-Study Students: Work-study students are not permitted to exceed 20 hours of work per week and must be enrolled properly, 6 credit hours for graduate/professional students and 9 credit hours for undergraduate students after the add/drop period.

Students can work a maximum of 10 hours in a day and after 6 hours of work a 30 minute unpaid lunch is required.

Under no circumstances may a student receive payment from the federal work-study funds in excess of 20 hours per week. The supervisor's department/organization will be responsible for paying students for hours that exceed the maximum.

All earnings earned in excess of each student's award amount will be charged to the organization or department.

Students are only permitted to work one FWS job and the hours worked cannot exceed the maximum hours worked per week.

Students are not permitted to work from home or when the university is closed.



FWS Employment

A variety of FWS positions are available and listed on UMB's Federal Work-Study web page. <http://www.umaryland.edu/workstudy>

It is the responsibility of the student to arrange an interview with the prospective employer.

Off- Campus Approved FWS positions: Federal Work-Study job sites cannot be outside of the State of Maryland and the District of Columbia.

After finding a qualifying position,

- The student must submit a completed Job Certification Form
- The student must submit a Federal Work-Study Employment Contract
- The student must complete the online FWS Student Orientation and submit the confirmation page
- All **new** FWS participants must complete a Payroll Packet.



JOB CERTIFICATION

The Job Certification form provides authorization that a student is eligible to work under the Federal Work-Study Program.

The signed Job Certification form initiates the proper employment procedures.

A new Job Certification form must be completed annually (the beginning of each academic year) even if the student:

- has previously been in the Federal Work-Study Program.
- will continue employment with the same department.

Students cannot begin work until renewal or new hire employment documents are completed and approved. Once the student's paperwork is approved, both the student and supervisor will receive a confirmation email confirming the effective date.



PAYROLL PACKET

New students must submit a complete new hire Payroll Packet. Missing or incomplete documents will hinder the student from being paid.

Students will not receive their first pay check until 4 to 6 weeks after their correct payroll documents have been received.

Payroll Packet Forms:

- Information Sheet
- Direct Deposit Form
- W-4 Form (use black ink, no scratch-outs, no white-out)
- I-9 online
- 2 Forms of Identification (Driver's License, Social Security Card)
- Supplementary Form
- Student Contract (Contingent I Form)

Additional forms needed for Non USA Citizens:

- Permanent Resident Certification
- W9 Form
- Permanent Resident Card

Please note processing time will be delayed for missing, incomplete or incorrect documents.



Electronic I-9 Form

When accessing the electronic I-9 form:

- Please complete section 1 of the I-9 form on line, <https://www.newi9.com/>
- Print out the generated receipt.
- Submit the receipt to Office of Student Employment.

When accessing your I-9, please enter Employer code: 14654.



FWS Job Types

The rates of pay range from \$10.10 - \$19.00 per hour depending upon the job classification.

The rate of pay for each position is determined by the Office of Student Employment

- ◆ Student/Office Administrative
- ◆ Student/Technical
- ◆ Student/Research (Lab)
- ◆ Student/Research (Clinical/Publications)
- ◆ Student/Tutors/ Aides
- ◆ Student/Program Administration

Students are paid bi-weekly.

All students are provided with the FWS Scheduled Pay Periods Resource Guide. The guide assists students with pay period information, timesheet due dates, and payroll check distribution dates.



FWS TIMESHEETS PROCEDURES

On Campus Site

Only the supervisor or alternate listed on the Job Certification Form may approve timesheets.

Off-Campus supervisors and student signatures are required in order to process the timesheet.

Students are not permitted to enter another student's electronic time for any reason.

Late timesheets will not be processed until the next pay period.

Incorrect/incomplete timesheets will not be processed and will be recycled back to the student(s) for corrections.

Students' timesheets should indicate their total number of hours worked (not to exceed 20 hours per week).

Please adhere to the Timesheet due date schedule found on the Federal Work-Study Scheduled Pay Periods reference sheet.

(The reference sheet *can be found on the FWS website and in the Office of Financial Assistance/Office of Student Employment*).

***Failure to submit timesheets on-time may impact future work-study employment and awarding of work-study funding ***



FWS Electronic Timesheets

The Federal Work-Study timesheets are electronic.

FWS students only enter the total hours worked in a day. (Not in and out times).

FWS supervisors and their alternate supervisors are required to approve their student employees' time electronically.

*Timesheet Resource Guides and the Pay Period Reference sheet can be found on the FWS website: <https://www.umaryland.edu/workstudy/>

When an outstanding timesheet is past due by 3 pay cycles, a manual paper timesheet would be required and would be initiated by the Office of Student Employment. It is the responsibility of the student employee to notify the Office of Student employment.

Once FWS students are processed in the payroll system and supervisors are set up, the Office of Student Employment will send a notification email to both the student and supervisor notifying them to begin recording hours electronically



FWS TIMESHEETS PROCEDURES

Off-Campus Site

- **The FWS Timesheets for off campus sites are processed differently.**
- Supervisors at off-campus sites will not have access to the UMB system and therefore, one additional step is needed.
- FWS students at off-campus sites will still submit their timesheets electronically, but they must print a copy of the completed electronic timesheet and then have their off-campus supervisor sign it and submit the paper copy to verify the hours.
- **The signed paper copy can be faxed or emailed by the FWS supervisor but the original will still need to be mailed or hand delivered to our office.**

Please note:

- Students are not permitted to submit, deliver or approve their own timesheets or any other students' timesheet(s) for any reason.
- Students are not permitted to enter another students electronic time for any reason.

* Once FWS students are processed in the payroll system and supervisors are set up, the Office of Student Employment will send a notification email to both the student and supervisor notifying them to begin recording hours electronically *



Electronic Timesheet Access Instructions
Quick Tips for Student
(to submit timesheets)

Log In to My UM Portal
<https://myumb.umaryland.edu/psp/paprod/?cmd=login>

Click on the tab
My UM Employee Self Service

Click
My Non-Exempt Timesheet

Click
Add a New Value (Enter the end date of the pay period)

Click
Add

Your FWS timesheet should appear to enter your hours and submit



UNIVERSITY of MARYLAND

2019-2020 FWS Confirmation Form

(Please print and return with employment paperwork)

Print Student's Full Name

Students must provide student ID: @ _____

The federal government requires that all Federal Work-Study participants review the Federal Work-Study Policies and Procedures before actively participating in the Federal Work-Study Program.

I acknowledge that I have read all the information contained in the Federal Work-Study Program Policies and Procedures and understand the meaning and intent. I also certify that the personal information is accurate and that I am the individual listed above.

Student's Signature

Date



CONTACT INFORMATION

Office of Student Employment
601 W. Lombard Street, Suite 221
Baltimore, MD 21201
fws@umaryland.edu
410-706-7347



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THANK YOU

**FOR YOUR PARTICIPATION IN
THE FEDERAL
WORK-STUDY PROGRAM**