

NEW HIRE FEDERAL WORK-STUDY (FWS) PROCEDURES UNDER COVID-19

If you were **offered** and are **accepting FWS funds**, you **must** submit the following documentation **in person** for approval to the Office of Student Employment **BEFORE YOU BEGIN WORKING**. All of the indicated documents are required for students' eligibility and can be found at www.umaryland.edu/workstudy.

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.

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 forms to the Office of Student Employment. **These documents will need to be submitted in person to the Office of Student Employment between Wednesdays-Fridays from 8am-4pm.**

Step One: First step for employment consideration.

- **Complete I-9** on newi9.com (employer code **14654**) – gather required I-9 acceptable documents
- ***For Non U.S. Citizens (Permanent Residents) – Permanent Resident Card or Passport Required***

Step Two: These documents will need to be submitted **in person** to the Office of Student Employment between Wednesdays-Fridays from 8am-4pm.

- I-9 Confirmation Receipt
- Submit required, original [I-9 acceptable documents](#)
- Federal Work-Study Information Sheet
- Job Certification Form
- Student Employment Agreement Form (Contingent I Student Agreement)
- Employee Supplemental Data Information Form (3 pages)
- On-line Student Orientation Confirmation Sheet

Step Three: Complete Payroll Forms in black ink and mail to the address at the bottom of each form.

*****Processing of payroll forms may take approximately six weeks from date received contingent on accuracy of submitted forms.*****

- W-4 Form: Federal Withholding Form
 - MW-507 Form: State Withholding Form
 - State of Maryland Direct Deposit Form (No Voided Check Needed)
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YOU MAY NOT BEGIN WORKING UNTIL THE OFFICE OF STUDENT EMPLOYMENT HAS APPROVED ALL OF YOUR DOCUMENTS AND YOU HAVE RECEIVED A CONFIRMED START DATE EMAIL.

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.

IMPORTANT INFORMATION FOR ALL FWS STUDENTS:

1. All approved positions for the 2021-2022 academic year 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 not certified to work under FWS Program.
 4. We do **NOT** provide retroactive payments to students who begin to work before an approved effective start date.
 5. New hires must submit employment documents **in person** to the Office of Student Employment between Wednesdays-Fridays from 8am-4pm.
 6. The amount students are awarded cannot be rolled over to another academic year.
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Contact Information: Office of Student Employment, 601 W. Lombard Street, Suite 221 Baltimore, MD 21201
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