NEW HIRE FEDERAL WORK-STUDY (FWS) PROCEDURES

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 Wednesdays or Thursdays 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 fillable forms online, print, physically sign, 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)

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 current academic year 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 is provided by the Office of Student Employment.
5. New hires must submit employment documents in person to the Office of Student Employment Wednesdays or Thursdays from 8am-4pm.
6. The amount students are awarded cannot be rolled over to another academic year.

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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