

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

*****Students may electronically fill out the white sections of the C I Student Agreement and save as a PDF once complete to sign. Once saved as a PDF, use the Fill and Sign feature to initial in the concurrent and dual employment section and sign the 1st and 3rd page where requested on the document. Incomplete or incorrect documents will be returned. *****

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 2021 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. We do **NOT** provide retroactive payments to students who begin to work before an approved effective start date.
 5. Under the COVID-19 interim policy, please submit employment documents electronically for review to fws@umaryland.edu. However, as we transition back to in person services, renewal employment forms may be submitted in person to our office between Wednesdays - Fridays from 8am to 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
fws@umaryland.edu (410) 706-7347