



Federal Work-Study Student Orientation

Fall 2009 - Spring 2010



Federal Work-Study (FWS) Program Contact Info

Campus Location:

1135 Lee Building

Email: fws-admin@umd.edu

Mail: 0102 Lee Building

Phone: (301) 314-5302

Fax: (301) 314-9587

URL:

www.financialaid.umd.edu/FWS



Who to Contact :

Jemika Hansberry-Financial
Aid Counselor

Lisa Tran- Financial Aid
Counselor/ FWS Program
Coordinator



Office of Student Financial Aid

Office of Student Financial Aid

Mail: [0102 Lee Building](#)
URL: www.financialaid.umd.edu
E-mail: umfinaid@umd.edu

Financial Service Center

Service: [1135 Lee Building](#)
Phone: [301-314-9000](tel:301-314-9000)



Overview of Federal Work-Study Program

- ✓ Need-based federal aid program
- ✓ You must work to earn the funds
- ✓ FWS earnings are taxable
- ✓ Employer benefits:
 - ✓ Free employees for most campus employers
 - ✓ Auxiliary service units and federal government employers pay 25%



Student Benefits

- ✓ Creates additional job opportunities
- ✓ Should foster your professional development
- ✓ Flexible schedules
- ✓ Convenient campus locations (mostly)



Student Benefits Cont.

- ✓ **FWS earnings DO NOT count against your financial need:**
 - ✓ **FWS earnings are ignored when calculating student contribution and overall Expected Family Contribution (EFC) for NEXT year's financial aid**
 - ✓ **This means you earn income without negatively impacting your opportunity to receive need-based aid NEXT year**
 - ✓ **Write FWS earnings on the FAFSA (i.e. Q. 46 on 09-10 FAFSA)**

Use the tables below to report annual amounts.

For the Parents' column, enter the amount for the student's parent(s). For the Student's column, enter the amount for the student (and his or her spouse).

Parents' (Q94)	2008 Additional Financial Information	Student's (Q46)
\$	a. Education credits (Hope and Lifetime Learning tax credits) from IRS Form 1040—line 50 or 1040A—line 31.	\$
\$	b. Child support paid because of divorce or separation or as a result of a legal requirement. Don't include support for children in your (or your parents') household, as reported in question 96 (or question 75 for your parents).	\$
\$	c. Taxable earnings from need-based employment programs, such as Federal Work-Study and need-based employment portions of fellowships and assistantships.	\$
\$	d. Grant and scholarship aid reported to the IRS in the adjusted gross income. Includes AmeriCorps benefits (awards, living allowances and interest accrual payments), as well as grant and scholarship portions of fellowships and assistantships.	\$
\$	e. Combat pay or special combat pay. Only enter the amount that was taxable and included in the adjusted gross income. Do not enter	\$

Enter FWS Earnings Here





Financial Aid Application Process

- Must reapply for all need-based aid every January by submitting FAFSA form.
 - FAFSA for upcoming academic year available after January 1st
- Priority deadline:
 - FAFSA should be received by processor by **FEBRUARY 15**
- On FAFSA, must indicate interest in FWS



FWS Award Process

Office of Student Financial Aid (OSFA) awards FWS with other need-based aid through automated online packaging through Testudo.

- Must demonstrate financial need
- FWS funds are limited. Not all eligible students will receive FWS, especially if FAFSA received late
- No guarantee that you will be eligible for FWS in future years



FWS Award Notification Process

- Must accept FWS award on Testudo
- FWS Work Authorization form is printable from “My Documents” section of Testudo
- Work Authorization form instructions tell you to search on-line FWS job listings and apply to employers



Standard Fall-Spring Awards:

👉 Freshmen	\$2,200
👉 Sophomores	\$2,200
👉 Juniors/Seniors	\$2,200
👉 Grad-Students (Only via appeal.)	\$2,200



Fall-Spring Award Period

- The Fall 2009-Spring 2010 award period is from August 23, 2009 - May 22, 2010
- Fall-Spring awards may be earned during fall, winter or spring semesters
- Any amount not earned during the fall semester, is automatically available to be earned during the winter and spring semesters
- Winter break
 - **If you are not enrolled in classes during winter break, you may work up to 40 hours/week**
 - **Any amount earned during the winter break will result in less available funds to earn during the spring semester**



Summer Award Period

- Separate application and award processes are used to determine Summer FWS awards
- If you are unsure whether you are eligible for or have been awarded summer aid, email fws-admin@umd.edu during the month of April



Appeals for FWS Awards

- Due to low levels of funding for the FWS program for the 2009-2010 school year, appeals for new awards no longer being accepted
- If you plan to work throughout the school year, you must budget your work hours accordingly so that your earnings do not exceed your current award amount
- Grad-students are never automatically offered FWS. They must always appeal to be considered. Total aid can't exceed educational costs, and most prefer all loans and no FWS



FWS Work Authorization Form

- What:** The Work Authorization form recognizes your employment in the program and allows you to earn your FWS award. It becomes part of your financial aid record and the personnel file that is kept by your employer
- Who:** Both you and your employer must complete and sign the form and to the FWS office
- Where:** It is printable from “My Documents” in Testudo
- When:** A new form is required for each position you hold and for each new award period. It must be submitted to OSFA before you begin working
- How:** Mail, fax or drop it off (see contact info on slide 2)



Additional Copies of Work Authorization Form

- 1. Work Authorization forms are printable from Office of Student Financial Aid website:**

WWW.FINANCIALAID.UMD.EDU

Click on the “Printable Forms” link then scroll down to the “Federal Work-Study Forms” section

- 2. Go to Financial Service Center (Lee Building 1135)**



Job Categories

- **Over 90% of jobs are with on-campus employers**
- **On-campus job categories: accounting, computers, office/clerical, research/lab, student services, specialized**
- **Two federal government employers:**
 - **National Archives & Federal Emergency Management Agency (FEMA)**
- **America Reads/America Counts Program:**
 - **UM students tutor local elementary school children**
- **Community Service – Several campus employers meet FWS definitions of community service**



Job Categories Cont.

Job Category	Description
Accounting	Positions involving accounting/bookkeeping tasks to support accounts payable/receivable, payroll, timekeeping, auditing, or other accounting functions.
America Reads/America Counts Jobs	Positions include mentor/tutor in math or literacy to Prince George's County elementary school children.
Computers/IT	Positions related to computer operations, web design, hardware/software maintenance, and/or providing instruction on the usage of software programs.
Federal Government Jobs	Positions with the National Archives or Peace Corps.
General Labor	Positions in facilities operations/maintenance/security.
Office/Clerical	Positions involving general office work such as data entry, copying, sorting, filing, answering phones, faxing, word processing, greeting students/visitors, running errands, and/ or preparing bulk mailings.
Research/Lab	Positions requiring assistance with laboratory activities including preparing, collecting, logging, and labeling specimens as well as cleaning, sterilizing and stocking lab equipment.
Tutoring	Positions involve providing individual/group instruction to children and/or adults in 1 or more topics.



Job Search Process

- **We post all openings on FWS web site:
WWW.FINANCIALAID.UMD.EDU/FWS**
- **Search these listings and apply to employers**
- **UM Career Center sponsors Fall and Spring part-time job fairs**
 - **2008 Internship and Part-Time Job Fair**
Wednesday, September 10, 2009
10:00 a.m. – 3:00 p.m.
Grand Ballroom , Stamp Student Union
- **Some employers also advertise by flyers and word-of-mouth**
- **We can only offer placement counseling to students who have problems finding jobs on their own**



Applying for FWS Jobs

- **Find jobs that interest you the most**
- **Web site indicates preferred application method**
- **Employers choose who they want to hire**
- **This is a job interview- sell employer on your skills**
- **For additional tips regarding the job search process, please visit the Career Center's Student Employment Center at <http://careercenter.umd.edu>**
- **Contact the FWS office for job search assistance**



Forms to Bring Employer

- Financial Aid Award Page
- FWS work authorization
- Copy of class schedule
- Proof of citizenship (usually driver's license and Social Security Card) **UMID does not qualify**
- Work schedule
- Resume and list of references



Forms to Bring Employer

Financial Aid Award Page from "My Awards"

Office of Student Financial Aid University of Maryland

My Current Status
My Documents
My Awards
My Budget
Additional Resources

Contact Us
Logoff

2009-2010 Student Financial Aid Awards for [redacted] U ID: [redacted] as of 10/5/2009

Complete each section below and click the submit button to accept the awards

1. Below is your award package as of 10/5/2009. Please type in the amount you would like to accept for applicable awards in the "Total Accepted" column.

Enter Amount to Accept

Award Program	Fall	Spring	Total Offer	Total Accepted
Federal Perkins Loan	\$1,000.00	\$1,000.00	\$2,000.00	2000.00
Federal Work Study	\$1,100.00	\$1,100.00	\$2,200.00	<input type="text" value="\$0.00"/>
Federal Pell Grant	\$2,650.00	\$2,650.00	\$5,300.00	5300.00
Sub Stafford Loan	\$2,750.00	\$2,750.00	\$5,500.00	<input type="text" value="\$0.00"/>
Unsub Stafford Loan	\$2,750.00	\$2,750.00	\$5,500.00	<input type="text" value="\$0.00"/>
Total Aid Offer for 2009-2010			\$20,500.00	<input type="text" value="\$7,300.00"/>
▶ Award Guide ▶ Print Award Letter ▶ Print Budget ▶ Entrance Interview ▶ Exit Interview				



FWS Award Cancellation

- Failure to submit your Work Authorization form prior to your start date may result in cancellation of your award
- If you decide to voluntarily cancel your award:
 - You may decline the award through Testudo if you have not already accepted it
 - If you have already accepted your award, please submit your request in writing to fws-admin@umd.edu
- If your award is cancelled, it cannot later be reinstated!!



Employer, FWS, and Payroll Processing

- **Once you submit required forms to your employer, you must also submit the required FWS authorization form to FWS office BEFORE you begin working**
- **We use the FWS Work Authorization form to verify employment**
- **Student must record work hours online through University Payroll Human Resources website: <http://ares.umd.edu/phr/>**
- **If not already on UM payroll, it usually takes at least 3-4 weeks to receive first UM paycheck...direct deposit is recommended but takes longer to set up so expect your first payment to be a paycheck**
- **Contact supervisor or employer payroll officer regarding payroll delays or problems**



Employers Determine Pay Rates

- Employers are told to set pay rates based on the complexity of the job and the qualification of the applicant
- Can't base pay rate on your FWS award amount
- Rates of FWS students should be similar to non-FWS students, but more experienced employees can receive higher pay
- FWS handbook lists job classifications and recommended pay scales



Maximum Hours Per Week:

- If enrolled full-time, never more than 20 hours while classes are in session
- If enrolled part-time, must request permission from FWS staff to work more than 20 hours while classes are in session
- Can work up to 40 hours per week during breaks
- Can NEVER work more than 40 hours per week!
- Can never work over time.



Award Earning Limits

- Awards establish **MAXIMUM** earnings per award period
- Earnings per semester do **NOT** matter as long as total Fall-Spring earnings don't exceed Fall-Spring award
- Total summer earnings can't exceed summer award
- FWS Program office will send notification of your award earning status
- FWS is awarded for a limited, specific, award period (the award period is listed at the top of the Work Authorization form)
- When the period is over, you must stop earning FWS funds until you receive a new FWS award
- You may continue earning from non-FWS employer funds (at the discretion of your employer)



How Students Earn FWS Awards

- No funds are released up front or directly to university bill
- You will receive bi-weekly paychecks only for the hours you work
- You have no obligation to earn the funds, but:
 - No work = no pay
- Unearned funds are forfeited at end of award period
- Earnings are subject to Federal and State taxes
 - You will receive W2's
 - For additional tax filing information (i.e. Tax guide- Publication 17) go to www.irs.gov or consult a tax advisor
- Earnings are FICA exempt if enrolled at least ½ time



Award Earning Limits Cont.

- Students participating in FWS program may not work in more than one FWS position at the same time
- If you switch employers during the FWS award period, you must notify the FWS office by submitting a new Work Authorization form **IMMEDIATELY**
- You must speak with your department's payroll person to be sure that your earnings with the two employers do not overlap



Earning Restrictions

- ☑ Can only work during FWS award period
- ☑ Can never work during scheduled class times
- ☑ Must maintain required enrollment (6 credits)
- ☑ Can't work after graduating
- ☑ Can only have one FWS job at a time
- ☑ All breaks are unpaid
- ☑ Employer can require 30 minute break after 5 hours work
- ☑ See Work Authorization form for details



Earnings Fraud

- Students may only be paid for hours worked
- If any student intentionally submits fraudulent time cards or time sheets to their employer we will notify the UM Judicial Affairs office



Payroll

- **When will you get your first paycheck?**
 - If this is your first time working for a department, you will receive your first paycheck approximately 4 weeks after you start working
- **Who will give you your paycheck?**
 - Your paycheck will (in most cases) be direct deposited to your bank account. If not your employer will have your check.
- **How much money will you make?**
 - This is entirely dependent on the number of hours you work and the hourly wage you receive in your position
- **What can you spend your earnings on?**
 - ANYTHING!! FWS earnings do not need to be spent on school expenses- you may use your earnings to pay for personal expenses as well



Work Expectations

- Must work to earn award
- Cannot be paid to study
- Employers need reliable workers. Adhere to your selected schedule
- Notify employer if you will be late or out
- Call employer or 405-1000 for emergency closing information
- Hourly employee: no sick pay, unemployment benefits, vacation pay, or pay when university closes due to weather



Performance Evaluations and Raises

- Discuss job responsibilities and work expectations prior to start of job
- We require employers to give you a written performance evaluation at least once a semester
- Employers may offer you a pay raise after you have worked in that department for more than 12 months if they feel your job performance warrants an increase



What if students run out of FWS funds?

1. They must terminate your employment for that FWS award period

- OR -

2. Employer must start paying you from their own Labor and Assistance funds



Tools to Manage FWS Award

- FWS Budget Tool
 - To help figure out how many hours you should work per week to earn award
 - To help figure out the maximum hourly wage to ear FWS award through the year
- FWS Earnings Tool
 - Help calculate how much you've earned
 - Help calculate last day of work



Pathways Work Grant

- Consists of a FWS award, and a Pathways Grant
- Pathways Work Grant students are not eligible for increases in FWS awards
- Must earn FWS in order to keep Pathways Grant
- Slightly different restrictions- MUST work between 5-10 hours per week
- Apply to jobs just like any other FWS student
- Return copy of Work Authorization form to FWS Office



GA Pathways

- Up to \$2400 FWS award
- Not obligated to participate in FWS program
- May not remove FWS award from financial aid awards



FWS Handbook

- Discusses all FWS policies and procedures in detail
- Available on-line at www.financialaid.umd.edu/FWS
- We can't afford to give every student a printed handbook
- Students are instructed to view handbook on-line and we ask employers to make a copy available to their students