



UNIVERSITY OF
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OFFICE OF STUDENT FINANCIAL AID
Federal Work-Study Program

April 20, 2015

Dear Federal Work-Study Employer:

Please join us for the 2015-2016 Federal Work-Study (FWS) Student Employment program! The FWS program helps fund employment opportunities for students with demonstrated financial need. Departments may hire FWS students whose wages are paid completely from FWS funding. If you are interested in participating in the FWS program and think that your department can provide challenging and educational job opportunities, please visit the FWS website 'FWS Employer Page' at <http://www.financialaid.umd.edu/fws/employers/> and return the following forms by **Friday, May 8, 2015**.

- 1) **Federal Work-Study (FWS) Employer Application/Renewal Form**
- 2) **Employer Orientation Registration Form**
Required for new contact/payroll offers only, OPTIONAL for returning
- 3) **Federal Work-Study Participation Agreement:**
Agreements are valid for 3 years. If your department's FWS Participation Agreement has expired, you will need to fill out this form in order to participate this year.
- 4) **UM Data Warehouse on the Web (WOW) Account Request Form:**
Department FWS Contacts and Payroll Officers are authorized to apply for FWS WOW reports to help monitor department and student earnings. **If you have not yet applied, please complete the form and mail to: OIT Help Desk, 1400 Computer & Space Sciences Bldg.**

FWS contacts and FWS payroll officers are encouraged to apply for FWS WOW access to help monitor student and employer earnings. Complete the UM Data Warehouse on the Web (WOW) and gain access to the FWS WOW report "Awards & Earnings by Year & Department FWS Account" which displays the department's FWS allocation, FWS student earnings, and changes in FWS student awards.

The FWS office will send Employer FWS allocation notices in late May. You may submit a job listing request once you have received your employer FWS allocation notice. Instructions on how to post a job listing is located under 'For Current Employers' at <http://www.financialaid.umd.edu/fws/employers/>.

We look forward to your participation and your prompt reply.

If you have questions, please call me at x42047 or email fws-admin@umd.edu.

Sincerely,

Jemika Hansberry
FWS Coordinator
Senior Financial Aid Counselor