



# UNIVERSITY OF MARYLAND

OFFICE OF STUDENT FINANCIAL AID

*Federal Work-Study Program*

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## **Federal Work-Study Payroll Guidelines**

### **Creating FWS student work appointments:**

FWS students' work appointments should be created on the department's assigned FWS department account using subcode 2074. To ensure that FWS students earnings are recorded under the correct sub code, all FWS FRS accounts appear as 01-444-XXX-2074.

We recommend implementing a check process before adding an FWS student into the FWS FRS account.

1. Verify that your department has been approved for participation through the FWS Allocation/Funding Notification and check the allocation amount. (The FWS Allocation/Funding notification lists the FWS FRS account number, subcode, and allocation).
2. Check that the student has a FWS award using the student's Financial Aid Award page.
3. Check that the student has a completed FWS Work Authorization form.

### **When a FWS student is no longer eligible for FWS:**

Non-FWS students are placed on non-FWS department accounts using subcode 2075. Therefore if a student is no longer eligible to participate in the FWS program, the student's work appointment should be terminated. However, if student has intentions of returning and may possibly be eligible for FWS participation in the upcoming semester, you may leave the student's work appointment active.

If your department chooses to employ the student and pay the student from your department account, a new work appointment must be created and the student must be placed on your department's Labor and Assistance account using subcode 2075.

### **Payroll adjustments:**

Payroll adjustments are only allowed to correct an error in recorded work hours (i.e. a student entered 10 hours of work but actually worked 13 hours., a pay adjustment can be made to account for the 3 hours).

### **Retroactive payroll adjustments:**

- 1) FWS guidelines prohibit departments to create payroll adjustments to back pay a student for any FWS earnings based on a change in FWS eligibility (i.e. the offering of a new FWS award).
- 2) FWS guidelines do not allow employers to back pay a student FWS earnings due to an error with the set up of an FWS work appointment.

### **Overtime-Regular (Subcode 2100):**

FWS students are not authorized to work overtime. Departments will be charged back for any earnings students worked in excess of 40 hours a week.

### **Overtime-Premium (Subcode 2110):**

FWS students are not authorized to work overtime or get paid at rate equal to 50 percent of the regular rate

### **Shift Differential (Subcode 2120):**

FWS students are not authorized to receive shift differential which is extra compensation for work on a regularly scheduled shift starting between 2 p.m. and 1 a.m.