

**University of Maryland College Park  
Office of Student Financial Aid**

# **Federal Work-Study (FWS) Employer Handbook**

**2016 -2017**

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## **OVERVIEW OF FWS PROGRAM**

Federal Work-Study (FWS) is a federally subsidized program that allows students with financial need to earn FWS awards through employment with authorized FWS employers. It provides eligible students with valuable employment opportunities and helps them earn money for education and living expenses. In addition, this program provides University of Maryland (UM) departments with needed support staff at little or no cost to the employer. Students are paid with 75% federal funds and 25% university funds. UM departments are encouraged to apply and participate throughout the Fall-Spring and Summer terms.

## **APPLYING**

### **Applying for Federal Work-Study**

On-campus departments that are set up with the university Payroll & Human Resource (PHR) system are eligible to apply for participation in the FWS program. All interested departments must apply to participate in the FWS program annually. Employer applications and current deadlines can be found in the Employer's Section of the FWS website located at <http://www.financialaid.umd.edu/fws/employers/>. All new departments must complete the FWS Employer Application/Renewal form Invitation and a Participation Agreement. The FWS office will review all applications and establish a FWS account for new employers.

Off-campus employers must submit a written proposal to the Assistant Vice President of the Office of Student Financial Aid for review and consideration. Proposals should include a brief description of the organization and the work opportunities available for students. Proposals should be submitted in March for consideration for the upcoming academic year and may be considered for renewal for the following summer term. Please contact the FWS office for more information at 301-314-0247.

For every upcoming FWS award period, the FWS office will contact FWS Employers about the application period. To be considered for a FWS department allocation, a department must complete the Application and Participation Agreement (renewable every 3 years) and submit all materials to the FWS office by the specified deadline. Please check the FWS Employer's website regarding application dates and email the FWS office at [fws-admin@umd.edu](mailto:fws-admin@umd.edu) in order to get added to the invitation list. Please provide your department, your name, email address, phone number, fax number and campus address.

For funding consideration, **the department should return the completed application by the deadlines listed on the application.** Late applications may not be granted a FWS allocation due to the limited funding available.

### **FWS Employer Allocations**

The FWS office has a limited amount of FWS funding and must distribute it equitably among all eligible departments. The FWS office would like to approve all requests, however funding is limited and must be used to complement Labor and Assistant funds. Therefore, it is requested that each department request only the minimum number of FWS students. The FWS office will review all requests and will assign employer spending limits based on the following information:

- Availability of FWS funding
- Quality of student employment available within each department (as evaluated by job descriptions, department audits and student evaluations)
- Training, supervision, and development opportunities offered to students
- Department's past participation with the FWS program and adherence to program guidelines

## **FWS Employer Earnings Regulations**

FWS employers are required to ensure all FWS students have completed a FWS Work Authorization form, does not earn over their FWS award amount, that their total earnings cannot allow FWS students to earn more than their FWS award amount, and may not earn more than their FWS allocation.

### **FWS employer earnings may not exceed FWS employer allocation**

- The FWS office is unable to coordinate department allocations to match the department's total FWS student awards. The FWS students' award totals may exceed the department's allocation as long as the FWS students' combined earnings do not exceed the allocation.
- If the total FWS students' earnings in the department approach the department allocation, FWS employers have the option to request an increase.

### **FWS employers may be charged if:**

- FWS Work Authorization form for a student is not on file with the FWS office before the student begins to work,
- FWS earnings exceed the student's FWS award or the department's FWS allocation.

**Note:** If there are extra FWS funds available, the FWS office will increase the student FWS award or FWS employer allocation to prevent possible charges. However additional funding is not guaranteed.

## **FWS Employer Appeal Process**

**To appeal for an increase to the department allocation, FWS employers should submit a written request detailing the amount of FWS funding being requested and why additional funds are necessary to the Federal Work Study office in 0102 Lee Building or fax to 301-314-9587. After all departments have been awarded, the FWS office will review requests for increases. Increases are not guaranteed, so it is necessary that each department budget according to the original allocation amount.**

## **RECRUITING & HIRING**

### **Job Listings Posted on the Internet**

Online job listings are the employer's primary method for recruiting FWS students. Employers should complete the electronic job listing form, providing detailed and accurate information to have their job openings publicized on the FWS website.

### **Electronic FWS Job Listing form**

FWS Employers can utilize this form to activate or deactivate jobs listings throughout the academic year. The job listing form is located at [http://www.financialaid.umd.edu/fws/post\\_modify\\_job.php](http://www.financialaid.umd.edu/fws/post_modify_job.php).

Employers that are activating a job, making changes to an existing position, or listing a job for the first time will be required to complete the entire job listing form. Employers are asked to be as specific as possible when completing the listed fields. Potential employees will rely on the information provided to decide which positions to pursue. FWS employers are asked to pay close attention to grammar, spelling and avoid abbreviations and acronyms.

After the job has been posted online, a confirmation email will be sent to the employer with the web address of the newly posted job. It is the employer's responsibility to check the online listing and ensure its accuracy. If any changes are to be made, the employer may either reply to the confirmation email or complete an additional job listing form online.

### **How to Reactivate a FWS Job Listing**

FWS employers can reactivate a job listing by completing and submitting the top section of the job listing form. Please complete all fields, provide the department's correct FWS account number, and submit the request.

### **How to Deactivate a FWS Job Listing**

Once a position is filled, the employer should request that the job listing be deactivated using the same Job Listing form. Please complete the top section of the job listing form, select the deactivate bullet, and click "Submit". Please allow 2-3 days for the request to be processed.

### **FWS Job Listing Maintenance**

All job postings will be deactivated and archived at the end of each FWS period. FWS employers must submit a new job listing request or reactivate FWS listings each new award period (i.e., Summer, Fall-Spring). **FWS employers should also ensure that the job postings are accurate, submitting deactivation requests as soon as the job is no longer available.**

### **Independent Departmental Recruiting**

FWS employers may also recruit eligible FWS student employees through other advertising methods (i.e. Diamondback ads, flyers, email newsletters, or other marketing initiatives). When pursuing this option, employers should specify "FWS only" in advertisements if they will only consider FWS applicants.

### **Job Fair**

The University Career Center and the President's Promise hosts two job fairs related to work-study: the September Part-Time Job Fair and the December Holiday Employment and Spring Job Fair. Participating in job fairs is highly encouraged as this will assist FWS employers in filling FWS and non-FWS student positions. Job fairs provide excellent opportunities to meet and interview a large number of prospective FWS employees at one convenient time. For more information please contact the University Career Center and the President's Promise at x4-7225.

### **FWS Office Referrals**

*The Federal Work-Study (FWS) office can assist students in securing jobs. Also, the FWS office can help employers in filling job openings. Contact the FWS office via e-mail at [fws-admin@umd.edu](mailto:fws-admin@umd.edu) or phone at 301-314-5302 for referrals of potential student hires from FWS office staff.*

### **The Hiring Process**

When students make initial contact, FWS employers should verify the student's FWS eligibility and award amount if the information is not already provided by the student. Employers should follow traditional hiring practices and request for the student's cover letter, resume, and references for consideration of the position unless the office utilizes another form of application. **Employers are asked to every effort to respond to all student inquiries within 3-5 business days.** If the student qualifies, employers should arrange a formal interview. When scheduling the interview, please advise students of the date, time, and location of the interview, as well as the name of the person with whom they will be meeting and any documents required for the interview.

During the interview, students and employers should discuss the terms and conditions of the job, job duties pertaining to each position, days and hours needed to work, as well as the educational and professional development opportunities available. After completing the interview, employers must determine if the FWS student meets the requirements of the position. Employers are also requested to notify students regarding the status of their job application, whether or not the student is selected for the position.

### **Priority Consideration**

Throughout the hiring process, FWS employers are asked to give priority consideration to students who are offered the following grants in conjunction with a FWS award.

#### **Maryland Pathways Work Grant**

The Office of Student Financial Aid (OSFA) has implemented a program to assist high need students attend college. As part of the program, students are required to work on campus. The FWS office asks that departments give Pathways students first priority. In order for students to maintain their Maryland Pathways grant they must participate in the FWS program throughout the entire academic year. Students who do not meet the work requirement of the Maryland Pathways grant may have their grant canceled for the academic year and this may affect their consideration for future awards.

**Note:** These students may not be eligible for FWS award increases and are limited to working 5-10 hours a week.

### **Hiring Student Workers: Required Documents**

Once a student accepts a job, the employer must collect the following documents from the student:

- FWS Work Authorization form
- Financial Aid Award page (used to verify the student's FWS award and amount)
- I-9 with citizenship/eligibility verification
- W-4

### **FWS Work Authorization form**

The FWS Work Authorization form provides official authorization for the student to earn FWS funds. The Work Authorization form is printable on Testudo from the student's financial aid account under the "Documents" page. Also, the Work Authorization form is located at the Office of Student Financial Aid web site at <http://www.financialaid.umd.edu> under the "Printable Forms" link, and the form is available for pick up in Room 1135 Lee Building. Both the student and supervisor must complete the form and return the original to the FWS Program Office, keeping a copy for their records.

**The FWS Work Authorization form must be submitted to the FWS Program Office before the student may begin to work for the department.**

*Note: Students and employers must notify the FWS program office of any change in employment status, including change in department, position, or hourly wage. Failure to do so may cause payroll problems or result in cancellation of the student's FWS award.*

### **FWS Work Authorization Verification Process**

FWS awards are verified each pay period via the FWS WOW report. Students that have earnings but do not have a Work Authorization form on file risk FWS award cancellation. Students are notified regarding

their missing work authorization form and given a one (1) week grace period to avoid cancellation of the FWS award.

### **Financial Aid Award Page**

The financial aid award page is used to verify the student's FWS award and must be presented to the employer before the student can be hired. The student should print the financial aid award page from the "Awards" section under the "Financial Aid Inquiry" link at the Testudo website:

<http://www.testudo.umd.edu/Financials.html>.

### **Student Appeal Process for new FWS awards/increases**

Students who are interested in participating in the FWS program but who were not offered a FWS award as part of their financial aid award package may appeal for a FWS award by completing the FWS appeal form. The FWS appeal form can also be completed by students who would like to be considered for an increase in their existing FWS award. Student FWS appeals are reviewed on a case by case basis and take 2 weeks to process. New FWS awards and increases are offered based on the student's financial eligibility and available funding.

The FWS appeal form is located under the "Printable Forms" link at <http://www.financialaid.umd.edu> and must be mailed to the Office of Student Financial Aid at 0102 Lee Building or faxed to (301) 314-9587. Also, the FWS appeal form can be obtained and/or dropped off in 1135 Lee Building.

If a student exhausts his/her FWS awards and the FWS office is unable to approve an increase request, employers are encouraged to continue to employ the students by paying them from their department's Labor and Assistants funds. To do so, a new work appointment should be created for the student in the university payroll system. When creating the new work appointment, employers should change the account number and sub code. The FWS work appointment does not need to be terminated in the payroll system if the student has committed to working for the department as a FWS for the following term of enrollment. Otherwise, all FWS student employees must discontinue participation in the FWS program and be deleted from FWS payroll upon depletion of their FWS award.

Departments must discontinue compensation through the FWS program upon depletion of their assigned allocation. *All FWS student employment must be terminated from FWS payroll or can continue working only if converted to Labor and Assistants payroll.*

Please refer all inquiries/requests for increases in student and/or departmental awards to the FWS office. Also, keep in mind that the FWS office will charge employers for all earnings over the student's FWS award and/or over the FWS department allocation.

## **PERSONNEL ISSUES**

### **Personnel Files**

FWS employers must maintain a personnel file for each student. These must always be available for FWS staff inspection. Failure to comply with this regulation may result in termination of the FWS employer from participation in the FWS program. The **FWS Student Employee Personnel File must include** the following documents for each semester:

- Employment application (optional)
- Fall-Spring and/or Summer FWS Work Authorization Form(s)
- Financial Aid Award Page

- Fall-Spring/Summer Course Registration/Schedule (Official copy from Testudo)
- Fall-Spring/Summer Work Schedule
- Fall-Spring/Summer Student Performance Appraisals

All other forms and paperwork should be held by the FWS employer in each student's personnel file for a minimum of three (3) years after the student ceases enrollment and/or graduates.

### **Setting Work Schedules**

FWS employers and students are expected to create a mutually agreeable work schedule that accommodates academic requirements. Students may NEVER work during scheduled course times!

#### **When creating work schedules, students and employers are advised to consider:**

- Student's course schedule
- Academic requirements and exam schedules
- Attendance during scheduled holidays and breaks
- Student's FWS award and hourly wage

Students may continue working until the end of the authorized period of employment, until graduation or until their FWS award runs out, whichever comes first. **Students may not, under any circumstance, continue to work through FWS after the authorized period of employment has ended, after graduation or after depletion of their FWS award.** It is the responsibility of the student and the employer to monitor earnings to be certain this does not happen.

Furthermore, while school is in session, students may only work a maximum of 20 hours per week. During academic and summer vacations, students may work up to 40 hours per week if they are not enrolled in classes. There are no exceptions to this rule.

### **Breaks**

The Department of Education requires that the FWS employers are required to give FWS students a break. Therefore, it is the policy of the FWS Program that a paid fifteen-minute break is allowed for every continuous 4 hours worked. Breaks are not provided for periods of less than 4 hours. Breaks cannot be used to arrive late or leave early. A 30-minute unpaid meal break must be taken for shifts of 8 hours or more, although employers can require a 30 minute break after 5 hours of consecutive work.

### **Student Earning the FWS Funds**

All FWS students earn money from their FWS award through State of Maryland paychecks issued biweekly according to the UM payroll schedule. All paychecks are based on an hourly wage and include only hours worked. Earnings are FICA exempt (for students who are at least half time), but are also subject to all applicable federal, state, and local taxes. FWS earnings are not credited to a student's account, but are paid directly to the student. Any unearned portion of the student's FWS award will be forfeited at the end of each FWS award period. Unearned federal funds cannot be transferred from the fall/spring academic year to summer or from one academic year to the next.

All student employees must be placed on the University's payroll system prior to the start of employment. Unless otherwise requested, all student paychecks will be forwarded to the student's employing department for distribution. It is highly recommended to have FWS students sign up for direct deposit.

## **FWS Student Earnings Regulations**

Students may not earn FWS funds without an official FWS Work Authorization form on file for the FWS period during which the student is employed. Additionally, FWS student earnings may not exceed their FWS award amount. If there are extra FWS funds to spend, the FWS office may increase the student FWS award or FWS employer allocation to prevent possible charges. However additional funding is not guaranteed.

**Note:** FWS employers may be charged if the FWS Work Authorization form for a student is not on file with the FWS office, and/or if FWS earnings exceed the student's FWS award or the department's FWS allocation. FWS may bill the department's FRS Labor & Assistants account for any illegitimate monies spent.

## **Performance Appraisals**

FWS employers must evaluate all FWS students at the end of each semester, including summer. The FWS office requires these evaluations to support the university's personnel policies for all student employees. FWS employers should discuss the appraisals with the students, and give them feedback on their performance. This employer/employee evaluation interaction is vital to the future work habits and supervisory techniques of both parties. Some students begin their first job right here on campus through the FWS program. FWS employers should take the time to guide students and help them grow as professionals.

Appraisal forms can be found on the FWS website at <http://www.financialaid.umd.edu/fws/employers/> under Employer Forms for the appropriate aid year. Complete a **Student Appraisal** form each semester for every FWS students employed. Please keep a copy in the student's personnel file-and submit a copy of the completed evaluation, with the student's signature, to the FWS Program office.

## **Resignation/Termination**

While a student may discontinue employment at any time without penalty, a minimum of two weeks notice is requested when resigning from any FWS position. FWS jobs should be treated like any other professional employment.

FWS employers may terminate student employees at any time for unsatisfactory performance although the FWS office requests that employers give the student ample warning, and a chance to correct the problem, before resorting to his/her termination. The FWS office also asks that employers notify the FWS office upon terminating the student.

FWS employment may also be terminated if the student fails to meet satisfactory academic requirements which are required by federal and state regulations to monitor the academic progress of potential and current financial aid recipients. Financial aid applicants must comply with the Satisfactory Academic Progress Policy (SAP) as a condition of initial or continued eligibility.

## **Inclement Weather and Other Emergency Conditions**

In an emergency, the campus or a portion of the campus may be closed from normal business operations, either prior to or during a work shift. If this should occur, appropriate announcements will be made through the various news media.

Canceling classes or closing state buildings does not necessarily mean that the campus will be closed for normal operations. Students should consult with their supervisor regarding any specific inclement weather and emergency conditions procedures for their departments. In the event of inclement weather or other emergency conditions, students may contact the University of Maryland's Information Line at (301) 405-1000 for recorded updates on University closing. Please be aware that students should **NOT** be paid for hours they cannot work because the University is closed, even if they were scheduled to work that day.

## **PAYROLL POLICIES & PROCEDURES**

### **Completing New FWS Payroll**

Department payroll officers must have confirmation of the students FWS eligibility prior to setting up a FWS work appointment. Students should be set up in the university's PHR system by abiding all campus payroll guidelines.

- W-4 Tax Withholding Certificate
- I-9 Employment Eligibility Form
- Payroll Address form
- Direct Deposit form (recommended)
- Other documents as directed by the Campus Payroll Office

According to the FWS one job policy (see One FWS Job Policy on page 12), payroll officers should NOT create a new FWS work appointment for a FWS student if there is an active FWS work appointment for the student currently in the PHR system. In this situation the FWS contact or Payroll officers should verify with the student whether or not the FWS work appointment in the system is still valid prior to creating a new FWS work appointment. If there is a non-FWS active work appointment in the system, it is allowable to create a new FWS work appointment. However precautions should be taken with the student to discuss work hours between all FWS and non-FWS jobs on campus so that the student does not work overtime hours between all jobs.

***Payroll System:*** Follow directions provided by Campus Payroll. Please submit paperwork to campus payroll.

### **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 subcode, **all FWS FRS accounts appear as 01-444-XXX-2074.**

We recommend implementing a check process before adding a 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 the 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 Assistants 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 work in excess of 40 hours a week.

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

FWS students are not authorized to work overtime or get paid at a 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.

**One FWS Job Policy**

To encourage academic success, students participating in the FWS program may only hold one FWS position and only work up to 20 hours per week while school is in session or up to 40 hours per week during the semester breaks. Students are not permitted to work during scheduled class time. Also, we encourage students to budget the scheduled work hours with the amount of the FWS award and academic commitments. **FWS students found to be working more than one FWS position will be notified and may be dismissed from the FWS program.**

**Monitoring Student FWS Awards/Departmental FWS Allocations**

FWS employers are responsible for monitoring each FWS student employee's FWS award, as well as their assigned departmental funding allocation. The FWS office offers two methods to help FWS employers monitor FWS earnings: Brio reports on the Warehouse on the Web (WOW) reports and FWS student/employer earnings email notifications.

**FWS WOW Reports**

To apply for FWS WOW access, employers should complete the Warehouse on the Web application form and submit to the OIT Help Desk, 1400 Computer & Space Sciences Bldg. The WOW application form is printable via the FWS employer's website at <http://www.financialaid.umd.edu/fws/employers/> under "For Current Employers" or directly from the OIT website at <http://www.oit.umd.edu/>.

### **FWS WOW Access Guidelines**

For security, the FWS contact and the FWS payroll officer listed in the FWS Employer Application/Renewal Form are authorized access. FWS contacts/FWS payroll officers are responsible for notifying FWS supervisors and students of earnings. Should any other department staff/supervisors need FWS information regarding the department's account, they should contact the FWS office.

### **FWS Awards and Earnings Report**

The FWS Awards and Earnings report displays information regarding the employer and student earnings. The report includes FWS department account number, department allocation, total department earnings and percent of allocation used. The report also lists FWS student names, FWS student UID, FWS award amounts, FWS student total earnings and percentage used. Keep in mind that the BRIO reports posted on WOW are one pay period (two weeks) behind.

### **Student FWS Earnings Email Notifications**

*The FWS Office will send email notifications to students, and carbon copy the FWS department's FWS contact person, for students who have earned 65%, 80%, 100% of their award. **Please keep in mind that the information will be one pay period behind parallel to the PHR payroll schedule.***

### **Employer FWS Earnings Email Notifications**

FWS office will send email notifications to FWS contacts when the department has earned 65%, 80%, 100% of the assigned allocation. **Please keep in mind that the information will be one pay period behind parallel to the PHR payroll schedule.**

### **Overages, Chargebacks & Reconciling**

The FWS office will continually monitor student and departmental earnings to ensure that all earnings are legitimate according to FWS policies. Students/departments found to have earnings without a proper award/allocation will be notified, and the illegitimate earnings will be charged back to the department's Labor & Assistants (L&A) account. Similarly, the FWS office will charge the department's L&A account for any amount earned by students without a proper Work Authorization form on file with the FWS office. The FWS office will also monitor student and departmental earnings to ensure that student/department earnings do not exceed their respective award/allocation amounts.

### **FWS Job Classification & Pay Wage Guidelines**

In accordance with FWS program regulations, all employers must establish a job description and pay rate for each FWS position offered. While employers may determine the specific job title and duties for each position offered, all FWS positions must be classified in accordance with the FWS Job Classification and Pay Wage Guidelines. These guidelines are intended to ensure pay equity among all, and should be used to establish hourly wages comparable to all other FWS and non-FWS students employed by the hiring department.

While the OSFA requires compliance with these guidelines, federal regulations require only that students be paid at least the federal minimum wage of \$8.75/hour. Pay rates may, in certain instances, exceed these guidelines if requested by the employer and approved by the FWS Coordinator.

## Pay Wage Increases

FWS employers are encouraged to review FWS student employees for pay rate increases based on the University System of Maryland's (USM) Policy on the Performance Evaluation Program used for all UM employees. Please refer to the USM website,

<http://www.usmh.usmd.edu/regents/bylaws/SectionVII/VII520.html>. Below are notes regarding the evaluation process per the USM:

- Employees should receive performance reviews at least every 12 months.
- Evaluation ratings for the past year and discussions of expectations for the coming year must be completed by March 30<sup>th</sup> of each year. Initial discussion of expectations and performance reviews may be conducted more frequently when appropriate (e.g., a new employee, employee transfers to a new job, changes in performance level during the evaluation period).
- Employees shall be informed at the beginning of the performance period, or upon hire, or the objectives and factors on which their performance will be evaluated

The FWS office provides Performance Appraisal forms to help assess FWS student performance. Please discuss the appraisals with the students, and give them feedback on their performance when appropriate. While increases may be offered at the discretion of the employing department, standard increases may be offered based on the following criteria:

- Promotion to higher level position with related increase in job duties and/or complexity of work
- Longevity/length of employment
- Additional skills, education, and/or experience gained in the prior term of employment
- Positive performance evaluation for the prior term of employment

Increases should be offered in increments of at least \$.10 per hour as deemed appropriate in accordance with the FWS Program Classification and Pay Wage Guidelines. However, the FWS office recommends that merit/longevity raises should carry an increase of at **least** \$.25 to \$.50 per hour. Appraisal forms can be found on the FWS website at <http://www.financialaid.umd.edu/fws/employers/> under Employer Forms for the appropriate year. Once the appraisal form is completed a copy may be submitted to the FWS office and a copy must be held in the student's personnel file.

Many students feel they are eligible for an increase in pay once they receive an increase in their FWS awards. However, FWS jobs work in the same way any other non-FWS job works. Pay rate increases should be given on a merit basis, not due to an increase in funds. When a student receives an award increase this does not mean he/she should receive a wage increase to help him/her earn the entire award. FWS awards are increased in order to allow students to work for a longer period of time in their employment department rather than having them leave their positions due to lack of funds.

### Undergraduate Employment Classifications

**Please Note:** If a FWS employer chooses to pay an undergraduate student employee \$11.00 or more per hour, the department must submit a **Student Wage Exception Form** to Campus Payroll.

<b>Classification &amp; Pay Level I: \$8.75 (minimum wage as of July 1, 2016) - \$9.10 per hour (Continuing employees may be paid up to \$10.10 per hour in accordance with wage increases based on employee merit and longevity.)</b>				
<b>Education Level</b>	<b>Job Duties</b>	<b>Required Experience</b>	<b>Skill Level</b>	<b>Supervision</b>
Undergraduate	-General routine work/simple tasks  -Works within well-defined procedures including written and verbal direction	Little previous related education or work experience required	Few or no special skills required	-Continually supervised  -Uses little independent judgment or initiative

<b>Classification &amp; Pay Level II: \$9.10 - \$10.10 per hour (Continuing employees may be paid up to \$11.10 per hour in accordance with wage increases based on employee merit and longevity.)</b>				
<b>Education Level</b>	<b>Job Duties</b>	<b>Required Experience</b>	<b>Skill Level</b>	<b>Supervision</b>
Undergraduate	-General routine work involving simple to moderate levels of difficulty  -Works within well-defined procedures including written and verbal direction	Some previous related education or work experience required	Few special skills required	-Continually supervised  -Uses some independent judgment

**Undergraduate Employment Classifications (continued)**

**Please Note:** If a FWS employer chooses to pay an undergraduate student employee \$11.00 or more per hour, the department must submit a **Student Wage Exception Form** to Campus Payroll.

<b>Classification &amp; Pay Level III: \$10.10 - \$ 11.10 per hour (Continuing employees may be paid up to \$12.10 per hour in accordance with wage increases based on employee merit and longevity.)</b>				
<b>Education Level</b>	<b>Job Duties</b>	<b>Required Experience</b>	<b>Skill Level</b>	<b>Supervision</b>
Undergraduate	-Performs moderately difficult tasks  -Works within general guidelines including written or verbal direction	Moderate level of related education/work experience required (minimum six months to one year)	-Related skills -Knowledge and skills to perform independently with limited training	-Limited supervision  -Uses some independent judgment and initiative

<b>Classification &amp; Pay Level IV: \$11.10 - \$12.10 per hour (Continuing employees may be paid up to \$13.10 per hour in accordance with wage increases based on employee merit and longevity.)</b>				
<b>Education Level</b>	<b>Job Duties</b>	<b>Required Experience</b>	<b>Skill Level</b>	<b>Supervision</b>
Undergraduate or Graduate	-Performs tasks involving a high level of difficulty and complexity	High level of previous related education/work experience required (minimum one year)	-High level of related skills  -Possesses knowledge & abilities to perform duties with little/no training  -Prioritizes & performs multiple tasks with attention to detail	-Performs independently with minimal supervision  -Exercises independent judgment and initiative

### Graduate and Specialized Employment Classifications

**Please Note:** If you choose to pay an undergraduate student employee \$11.00 or more per hour, you must submit a **Student Wage Exception Form** to Campus Payroll.

<b>Classification &amp; Pay Level V: \$12.10 - \$14.10 per hour</b> (Continuing employees may be paid up in excess of \$15.60 per hour in accordance with wages increases based on employee merit and longevity.)				
<b>Education Level</b>	<b>Job Duties</b>	<b>Required Experience</b>	<b>Skill Level</b>	<b>Supervision</b>
Graduate (may be an undergraduate in rare, specialized positions)	<ul style="list-style-type: none"> <li>-Performs highly skilled duties with considerable internal/external contacts</li> <li>-May involve access to confidential information</li> <li>-Responsible for developing, coordinating, and implementing assigned projects</li> </ul>	Substantial previous work or educational experience required (minimum of one to two years)	<ul style="list-style-type: none"> <li>-Skilled and knowledgeable in all required duties</li> <li>-Performs duties independently with minimal job training</li> <li>-Prioritizes &amp; performs multiple tasks w/ great attention to detail</li> </ul>	<ul style="list-style-type: none"> <li>-Performs independently with minimal supervision</li> <li>-Uses independent judgment and initiative</li> <li>-May also be responsible for supervising other student employees</li> </ul>

<b>Classification &amp; Pay Level VI: \$14.10 and up per hour</b>				
<b>Education Level</b>	<b>Job Duties</b>	<b>Required Experience</b>	<b>Skill Level</b>	<b>Supervision</b>
Graduate (may be an undergraduate in rare, specialized positions)	<ul style="list-style-type: none"> <li>-Performs highly skilled duties w/ considerable internal/external contacts</li> <li>-May involve access to confidential information</li> <li>-Responsible for developing, coordinating, and implementing assigned projects</li> </ul>	Substantial previous related work or educational experience required (minimum two years)	<ul style="list-style-type: none"> <li>-Highly skilled, knowledgeable in all required duties</li> <li>-Performs duties independently with minimal job training</li> <li>-Prioritizes &amp; performs multiple tasks w/ great attention to detail</li> </ul>	<ul style="list-style-type: none"> <li>-Performs with minimal to no supervision</li> <li>-Uses independent judgment and initiative</li> <li>-May also be responsible for supervising other students</li> </ul>

## **TAXATION/BENEFITS FOR FWS STUDENTS**

### **Federal, State, and Local Taxes**

All wages paid to FWS and non-FWS student employees are subject to withholding of federal, state, and local income taxes unless the student qualifies for exemption.

### **Unemployment Compensation**

FWS and non-FWS student employees are not entitled to Unemployment Compensation through the University of Maryland.

### **FICA (Social Security Taxes)**

The IRS revised the regulations that governed the exemption from Social Security and Medicare taxes (FICA) for students enrolled in colleges and universities. With the beginning of the Spring 1998 Semester, student employees will be exempt from FICA taxes if they are enrolled at least half-time regardless of the number of hours they may work.

1. A student employee is exempt from FICA taxation if s/he is enrolled at least half-time. Any undergraduate who enrolls for at least six credit hours for the spring and fall semesters will be considered enrolled as a half-time student for FICA purposes. During the summer sessions, undergraduates must be enrolled for at least three credit hours for each session to be considered half-time.
2. In the spring and fall semesters, graduate students will be considered half-time if they are enrolled for at least 24 graduate units. During the summer sessions, graduate students must be enrolled for at least 12 graduate units for each session.
3. A student employee will be considered enrolled half-time even if the person is enrolled for less than half-time, providing the student meets the following requirements:
  - Student is taking classes in the last semester of a degree or certificate program that requires at least two semesters
  - Student will complete the requirements for the degree or certificate in that semester.
4. Verification of enrollment status must be done twice during the semester. The first time must be at the end of the add/drop period and the second time may be done at the University's discretion, but prior to the end of the semester.
5. Student employees may work any number of hours (within FWS regulations) without becoming eligible for FICA taxation.
6. Student employees will continue to be exempt from FICA taxation for services performed during the winter break providing the student was exempt on the last day of the fall semester and is eligible to enroll for the spring semester.
7. Student employees are exempt from FICA taxation for work performed during any period that partially falls within the academic year.
8. Student employees must be working in a student position and not a career position as defined by the IRS. A career position is more narrowly defined as one that is eligible to participate in the University's retirement plans.
9. These revisions do not apply to postdoctoral students, postdoctoral fellows, medical residents or medical interns.

## **Worker's Compensation**

Any student employed at the University of Maryland is eligible for Worker's Compensation in the event that s/he experiences a work-related injury. Whenever an employee is injured on the job, the employee should report the injury to his/her supervisor as soon as possible. The supervisor should contact the Injured Workers Insurance Fund to file a "First Report of Injury"; s/he should also file a copy with the Occupational Health Unit on campus. While student employees are not eligible for all benefits offered to full-time State employees, they are eligible for the following Worker's Compensation insurance benefits:

1. **Medical Coverage** - Any medical bills for treatment, therapy, or prescriptions resulting from a work related injury are covered. Any bills should be forwarded to the Occupational Health Unit on campus.
2. **Lost Wages** - Student employees are eligible to receive compensation for wages lost as a result of the injury. The first three days of absence due to injury are unpaid, but after the third day of absence, the employee will receive "Temporary Total Benefits", which compensation is based on his/her average number of hours worked. If the employee misses more than two weeks of work, the first three days will also be paid. Temporary Total Benefits are paid at two-thirds (2/3) of the employee's regular salary, but they are not taxed, so compensation is very similar to actual wages. To receive compensation, a claim must be filed with Workers Compensation; students can obtain claim forms from the Occupational Health Unit if they are not available from the employee's supervisor or department payroll coordinator.
3. **Time Limits** - A claim for Worker's Compensation benefits can be filed up to two years after the injury. It is important that a First Report of Injury is filed at the time of the incident. Failure to report an injury promptly may lead to questions about the validity of the claim, and could result in a denial of a claim for benefits later.

## **RIGHTS & RESPONSIBILITIES**

Each FWS Student has the right to:

1. Information regarding their award amount, rate of pay, average number of work hours per week, and general FWS policies.
2. A specific job description including supervisor's expectations and standards.
3. A clearly defined work schedule which accommodates their course schedule and academic requirements.
4. Adequate training to perform assigned tasks.
5. A safe, clean, and professional working environment.
6. Supervision and direction from UM staff.
7. Instructions for recording hours worked, as well as information regarding the University's payroll procedures and payroll calendar.
8. Instructions regarding procedures to be followed if the student cannot report for a scheduled work period.
9. A grievance procedure for stating concerns related to the award, the job, or the supervisor.

### **All University of Maryland Student Employee Responsibilities**

Any student hired for employment with the university can be reasonably expected to:

1. Arrange a mutually agreeable work schedule with the supervisor prior to the period of employment. Students must adhere to this schedule and notify the supervisor of any subsequent changes as soon as possible.
2. Understand the specific job responsibilities, including the supervisor's expectations and standards.

3. Complete duties as assigned and not conduct personal business at work unless authorized to do so by supervisor.
4. Keep an accurate record of hours worked and submit electronic timesheet in accordance with employer and UM payroll procedures and calendar.
5. Adhere to any confidentiality/security agreements set forth by employer
6. Notify supervisor if employed in more than one position on campus
7. Dress appropriately for the work place

**Along with university-wide responsibilities, each FWS student has the additional responsibility to:**

1. Complete and submit Free Application for Federal Student Aid (FAFSA) for consideration of financial aid and FWS award.
2. Become familiar with information provided regarding the terms of the FWS award and FWS program policies and procedures.
3. Notify supervisor if FWS award amount changes and provide new FWS “Awards” page to update employer records.
4. Adhere to stated procedures and inform the supervisor and/or FWS Program Staff of any grievances, concerns, or problems regarding FWS employment.
5. Record hours worked and receive payment in accordance with employer and UM payroll procedures and calendar.
6. Maintain the required enrollment of at least 6 credits and notify supervisor if enrollment status changes
7. Maintain satisfactory academic progress and notify supervisor if on financial aid suspension.

**Employer Responsibilities**

1. Ensure that the hiring of FWS students will not result in the displacement of permanent, full-time staff or the impairment of existing contracts for services.
2. Understand student’s academic schedule and needs have priority over part-time employees task and responsibilities.
3. Ensure that FWS employees are supervised at all times by full-time university staff and that all work performed by FWS students is consistent with the purposes and intent of the FWS regulations and legislation.
3. Pay students only for hours actually worked, and not pay students for lunch, sick days, or other hours not actually worked.
4. Only allow FWS employees to earn FWS funds during the FWS award periods listed on each student’s Work Authorization form.
5. Make certain FWS student employees do not work more than 20 hours per week while school is in session or more than 40 hours per week during academic vacations.
6. Establish an appropriate hourly wage in accordance with the FWS Job Classification and Pay Rate Guidelines.
7. Ensure that FWS funds **will not** be used to pay overtime compensation to any FWS employee. \*
8. Monitor each student’s accumulated FWS earnings and terminate the student’s employment or convert the student to Labor and Assistants payroll after the student’s FWS fund is exhausted. \*
9. Monitor the accumulated earnings of all its FWS employees and terminate all FWS employment or convert all FWS students to the employer’s Labor and Assistants funds when the employer has exhausted its FWS allocation. \*
10. Maintain the following records for **3 years** from the end of the academic period in which the transactions occurred:
  - Current job descriptions for each FWS position
  - FWS Work Authorization forms for all FWS employees
  - FWS financial aid “Awards” page

- Course registration schedules for all FWS employees for all employed semesters
  - Copies of Performance Appraisals for all FWS employees for all employed semesters.
11. Comply with all University of Maryland Payroll Department procedures including but not limited to the submission of all payroll forms by the deadlines listed in the UM Payroll Calendar.
  12. Submit a complete and accurate written job description for all FWS positions.
  13. Comply with all FWS regulations, and all federal, state, and local labor laws and regulations.
  14. Reimburse OSFA for any costs or expenses incurred by OSFA resulting from the employer's failure to comply with any applicable federal, state, or local laws with respect to students employed under this agreement.
  15. Assume complete responsibility for the conduct of its FWS employees, in addition to public liability, worker's compensation liability insurance coverage, and unemployment compensation.
  16. Advise students on procedures to follow for reporting emergencies, accidents, problems, or potential hazards in the work environment.
  17. Comply with the Title IV Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1983 and not discriminate on the grounds of sex, race, color, national origin, or disability.
  18. Provide proper working conditions and permit OSFA to inspect the premises if it elects to do so.

\*The employer accepts that all overages will be automatically charged to the employer's FRS account.

#### **OSFA Responsibilities**

1. Advise and assist employers and students regarding the policies and procedures of the FWS program.
2. Determine which students meet the eligibility requirements for employment in the FWS program and authorize such students to work for the employer.
3. Notify the employer of their departmental allocation and the dates students are eligible for employment during each FWS award period.
4. Notify students of their FWS awards and any changes made to these amounts thereafter.
5. Notify the employer of each student's FWS award amount and any adjustments made to this amount thereafter.
6. Terminate any student's employment in the FWS program if s/he ceases to be eligible for participation in the FWS program.

Revised: 8/4/16