FEDERAL WORK-STUDY employer orientation
fall 2017 – spring 2018
Contact Us

www.financialaid.umd.edu/fws

Star Greene

EMPLOYERS

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FAX    301-314-9587
MAIL   0102 Lee Building

STUDENTS

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AGENDA

benefits of fws

overview of student fws processes

employer responsibilities

professional development

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3
STUDENT BENEFITS
Provides jobs that offer flexibility
Fosters professional development
Offers networking opportunities
Builds leadership
Provides funds for daily expenses
EMPLOYER BENEFITS

Increases office productivity

Subsidizes employment services for most campus employers

Federal funds pay 75% for all employers

UM funds pays 25% for most employers except Auxiliary Service Units and Federal Government
EMPLOYER RESPONSIBILITIES

- Submit employer Application/Renewal Form and Participation Agreement
- Submit & deactivate job descriptions/listings
- Hire new/returning students
- Process students’ FWS forms
- Monitor student and employer earnings
- Maintain all required records
- Enforce program regulations & inform FWS office of updates
EMPLOYER APPLICATION & RENEWAL PROCESS

1. Invitations are e-mailed during spring semester.

2. Application forms are available online
   • http://www.financialaid.umd.edu/fws/employers/index.php

3. They consist of the following:
   • Application/Renewal Form (must be completed every year).
   • Participation Agreement (must be submitted at least every three years).
   • Orientation Registration Form (optional)

4. Once we’ve processed your application, we will send you an allocation notice in early June.
We direct all students to FWS website so listings may be your primary recruitment tool.

To minimize confusion for FWS students, we clear our Job Listings website near the end of each award period (Fall/Spring and Summer).

You may also recruit through flyers and word-of-mouth.
  • If position is FWS only, specify FWS only.

We cannot guarantee that students will apply for your jobs.
  • Notify us if you have difficulty filling your positions.
job listings
HOW TO

• To list a **new position**:
  • Complete the Job Listing Form on our website at: [https://financialaid.umd.edu/fws/post_modify_job.html](https://financialaid.umd.edu/fws/post_modify_job.html)
  • Classify the position by job category based on job description and set the pay rate

When a listing is posted or deactivated, you will receive an **email confirmation**.
job listings
HOW TO

• To have an old position reactivated:
  • Complete & submit the top section of the Job Listing Form.

When a listing is posted or deactivated, you will receive an email confirmation.
job listings

HOW TO

• To **deactivate** a position:
  • Once you are no longer hiring for the position, immediately go to the (above) website and choose “deactivate.”

When a listing is posted or deactivated, you will receive an **email confirmation**.
# Job Listings

## Job Categories

<table>
<thead>
<tr>
<th>Job Category</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>Positions involving accounting/bookkeeping tasks to support accounts payable/receivable, payroll, timekeeping, auditing, or other accounting functions.</td>
</tr>
<tr>
<td>America Reads/America Counts Jobs</td>
<td>Positions include mentor/tutor in math or literacy to Prince George’s County elementary school children.</td>
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<tr>
<td>Computers/IT</td>
<td>Positions related to computer operations, web design, hardware/software maintenance, and/or providing instruction on the usage of software programs.</td>
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<tr>
<td>Federal Government Jobs</td>
<td>Positions with the National Archives or Peace Corps.</td>
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<tr>
<td>General Labor</td>
<td>Positions in facilities operations/maintenance/security.</td>
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<tr>
<td>Office/Clerical</td>
<td>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.</td>
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<tr>
<td>Research/Lab</td>
<td>Positions requiring assistance with laboratory activities including preparing, collecting, logging, and labeling specimens as well as cleaning, sterilizing and stocking lab equipment.</td>
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<tr>
<td>Tutoring</td>
<td>Positions involve providing individual/group instruction to children and/or adults in 1 or more topics.</td>
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</tbody>
</table>
job listings

SETTING PAY RATES

• Set wage based on the level of difficulty of the job and the knowledge/skills of the applicant.
  • Do not base wage on FWS award amount.
  • Do not pay FWS students more or less than other students simply because they are FWS students. (Better employees can receive higher pay).
• FWS student minimum wage is $9.25 (as of July 1, 2017).
• See FWS Handbook for job classifications and recommended pay scales.
You choose who you want to hire. Our office also offers student referrals should you need assistance filling a job.

Before hiring, verify FWS eligibility by requesting that student submit copy of ‘Awards’ page from Testudo.

Before student starts working, complete Work Authorization form (details on later slide).

Have student complete all other employment forms (I-9, W-4, etc).

Create work appointment.

Provide orientation & training.

Reminder: FWS students must be supervised by full-time staff or Graduate Assistant.
RETURNING STUDENTS

• Student **must** have an award for the current award period.
  • Verify via ‘Awards’ page from Testudo.

• Review performance and wage history to determine appropriate pay rate.
  • If applicable, submit Pay Wage Exception forms to UMD payroll & a copy to the FWS Office.

• Complete and submit Work Authorization form.
• Request Work Authorization form from student. The form is:
  PRINTABLE from the student’s financial aid account on Testudo under the ‘Documents’ page or at www.financialaid.umd.edu under the “Printable Forms” link.
  AVAILABLE FOR PICK UP in 1135 Lee Building.

• Complete work authorization form for new & returning students for each FWS award period (once for Fall-Spring employees and once for summer employees).

• Complete Work Authorization and submit to FWS Office BEFORE the student begins working.

• FWS awards may be canceled for students who earn and have not submitted their Work Authorization form.
FINANCIAL AID AWARD PAGE – Go to ‘Awards’ to print out:
• Request Financial Aid Award Page to verify FWS award amount and official award acceptance because the FWS Work Authorization form does not indicate this.

CLASS SCHEDULE
• Obtain an official copy of student’s class schedule (from Testudo) to verify enrollment and to ensure that student never works during scheduled class times.

WORK SCHEDULE
• Create student’s work schedule.

PERFORMANCE APPRAISAL
• Appraisal forms can be found on the FWS website at: www.financialaid.umd.edu/fws/.
• A performance appraisal is required at the end of the Fall and Spring semester.
• FWS employers should discuss the appraisals with the students, and give them feedback on their performance.
• The performance appraisal should be used for consideration of pay wage increases.
• A copy of the appraisal must be submitted to the FWS office and a copy must be held in the student’s personnel file.
Complete each section below and click the submit button to accept the awards.

1. Below is your award package as of 6/15/2017. Please type in the amount you would like to accept for applicable awards in the "Total Accepted" column.

* The loan amount(s) offered for fall and spring you choose to accept will be divided equally between fall and spring.

* Office of Student Financial Aid at University of Maryland reserves the right to modify the financial assistance at any time and information on this website is subject to change.

<table>
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<tr>
<th>Award Program</th>
<th>Fall</th>
<th>Spring</th>
<th>Total Offer</th>
<th>Total Accepted</th>
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STUDENT SCHEDULE
example from testudo
FWS accounting is based on academic periods not fiscal periods.

FWS funds may be spent during the dates specified on your Allocation notice and your students’ Work Authorization forms.

Employers must monitor student earnings to ensure that total student earnings for the award period do not exceed student’s total award amount.

Note: If student worked another FWS job during the award period, total student earnings will exceed earnings with your department. Verify student earnings via WOW report (later slide).

Employers must ensure that the total earnings of all students in the department do not exceed the department’s allocation.

Student appeals for increase are never guaranteed.
FWS student employment must be terminated when any of the following occur:
- The student has earned the entirety of his/her FWS award.
- The student graduates or drops below half-time enrollment.
- The award period ends.
- The department has exhausted its FWS allocation.

To continue the student’s employment, switch the student to your department’s Labor and Assistance account subcode 2075.

**Remember:** We are unable to coordinate your employer allocations to match your student’s awards. Your students’ total awards might exceed your allocation. That is okay, but you must make sure their earnings don’t exceed your allocation.
FWS Warehouse on the Web (WOW) report is a tool to monitor student & departmental earnings.

UM Data (WOW) Account Request form must be completed and submitted for FWS WOW access.

Access at:
https://umd.service-now.com/itsc/?id=kb_article&article=KB0012386

FWS WOW access is only authorized for the FWS Contact and FWS Payroll officer listed on the FWS Application/Renewal form.

WOW Report lists employer allocation, total departmental earnings, student names, FWS awards, and student’s total and departmental earnings.

FWS WOW report is one pay period behind.

Pay periods in report reflect when student worked not when student was paid.
UM Data Warehouse Account Request Form

Directions for USING The UM Data Warehouse Account Request Form
and MAILING the Completed Form

User Information

*Name: First M.I. Last
*Title: [ ]
*Dept Unit Name: [ ] Phone: [ ]
Email Address: [ ] *U ID: [ ] How do I find out my U ID?
Do you have a mainframe account? [ ] No [ ] If Yes, indicate your userID: [ ]
What type of employee are you? [ ] Staff [ ]
*What kind of action are you requesting? [ ] New Warehouse on the Web (WOW) Account
Please select your desktop configuration: [ ] PC [ ]

Warehouse Information

Data subset access is applied for when submitting this form. Data Stewards for each data subset will be notified and approval requested. Please indicate all data subsets to which you are applying for access by clicking on the appropriate box(es) below:

- Warehouse on the Web (WOW) - Complete this section if you are requesting access to WOW:
  - Human Resources (PHR) [ ] Employee Lookup [ ] Affiliate Lookup (for Service Offices only)
    - List PHR Unit Codes (15-digit codes) to which you are entitled to have access: [ ].
  - Faculty (ARS) [ ]
  - Coeus [ ]
  - Scholarship Account Disbursement (FIN2514) Report [ ]
  - Federal Work Study (FWS) Note: FWS Application/Renewal Form must be submitted to FWS office prior to approval for warehouse access
    - List FWS account numbers to which you are entitled to have access: [ ].
  - Students by College/Major/Term (Registrar reports): Deans List, Degrees and Registered students
    - List SIS college or major code(s) you need to access: [ ].
  - Scheduling (for Campus Scheduling Officers only) [ ]

Adhoc Query - Complete this section if you are requesting adhoc query client access:

Note: Data administration supports Hyperion's Data Intelligence Appliance software for adhoc querying and offers training sessions on the use of this software for UM faculty and staff. Data training is mandatory for each approved data subset before any access is given. Data training sessions are conducted by the data manager in the service office as University Human Resources (for PHR data), Registrar's Office (for SIS student records and registration data) that is responsible for the data subset. Data training is intended to provide users with the knowledge they need to know about the data subset's data warehouse tables and fields to ensure responsible use of this data.

- Human Resources (PHR) [ ]
  - List PHR Unit Codes (15-digit codes) to which you are entitled to have access: [ ].
- Faculty (ARS) [ ]
- Coeus [ ]
Track students’ weekly work hours and calculate earnings based on the student’s pay rate.

- Compare these calculations to the information on the WOW report to ensure accuracy.

FWS office will send notification:

- To students (cc FWS contact) when student has earned 65%, 80% and 100% of FWS award.
- To FWS contact when department has earned 65%, 80% and 100% of FWS allocation.
MONITOR STUDENT & EMPLOYER EARNINGS CHARGES

- We may bill you for any student or departmental ineligible earnings including:
  - Student has earnings but no award.
  - Student’s Work Authorization form was not submitted.
  - Student’s total earnings during an award period exceed the student’s award amount.
  - Student works before or after the specified award period.
  - Departmental earnings exceed departmental allocation.
  - Department has earnings but has $0 allocation.
- FWS office will notify your department of the amount and reason for any charges.
- FWS student charges are completed prior to FWS employer charges to prevent duplicate charges.
- To prevent charges, the FWS office recommends that students be switched to the department’s Labor & Assistance account soon after they receive their 80% notification.
FWS Employers must maintain a personnel file on each student.

- These must always be available for FWS staff inspection.

The file must include the following documents for each semester:

- Work Authorization form
- Financial Aid “Awards” page
- Class schedule (official copy from Testudo)
- Work Schedule
- Student performance appraisal
Employers are responsible for adhering to and enforcing all program regulations including:

A. Monitoring student eligibility.
B. Monitoring student work hours.
C. Ensuring students have only one FWS job at a time.
D. Foster student’s professional development.
E. Inform FWS office of updates.
STUDENT ELIGIBILITY

• Students must have an FWS award specific to the award period in which they work.
• Students can only work during FWS award period.
• Students may never work during scheduled class times.
• Must maintain required enrollment (at least half time).
• Can’t work after graduation.
• See Work Authorization for details.
monitoring
STUDENT WORK HOURS

• If enrolled full-time, students may never work more than 20 hours per week while classes are in session.
• If enrolled part-time, student must request permission from FWS staff to work more than 20 hours per week while classes are in session.
• All students can work up to 40 hours per week during breaks if not enrolled in classes.
• FWS Students can NEVER work more than 40 hours per week! (I.E. NO OVERTIME).
Students participating in FWS program may only hold one FWS job at a time.

FWS Payroll officers should not create a FWS work appointment if there is an active FWS work appointment in PHR.

You may check with the FWS office to verify student has been terminated from previous employment and to verify remaining earnings. Email fws-admin@umd.edu

Students are allowed to hold one non-FWS job on campus in addition to their FWS job however students may not work more than 20 combined hours per week.
foster students
PROFESSIONAL DEVELOPMENT

Starts during the Hiring Process
- Follow Traditional Hiring Practices
  - Cover Letter/Resume/Interviews
  - Discuss job responsibilities

Continues through Employment
- Set Expectations
  - Tasks and Responsibilities
  - Communication & Dress Code
- Offer Orientation & Training
  - Introduce to staff, use of office equipment & programs
  - Offer new opportunities and challenges
  - Provide feedback throughout

Includes Evaluation
- Complete performance assessments and offer constructive criticism
- Review for pay wage increase
Consider invitation to return or termination
Career Center and University Human Resources (UHR) provide excellent training on supervising student employees (next slide).

- Common strengths:
  - Hiring
  - Interviewing

- Common weaknesses:
  - Communication
  - Evaluation
  - Supervision
  - Training
  - Recognition
Career Center & UHR offer training on:

- Job Design and Job Descriptions: Be clear
- Advertising/Recruiting - Listservs
- Hiring – Interviewing & Selection
  - Interview Questions
- Orientation and Training – Create Tools/Handbooks
- Supervising
  - Communication – attendance, office conduct, dress
  - Approachability – open door policy
  - Documentation – evidence of productivity
  - Handling Difficult Situations – warnings, meetings
  - Student Staff Meetings
- Recognition Programs – pizza lunches/graduation
Notify FWS office of changes in FWS Contacts and Payroll Officers.

- 1st page and 2nd page of Application/Renewal form must be submitted any time there is a change in contact information. Doing so will allow the following:
  - Updating your employer records
  - Ensure communication
  - Allow access to FWS WOW reports

Notify FWS office if a FWS student employee is terminated. Send an email with the student’s name, UID, last date/or date of work appt termination and explanation for termination.
OVERVIEW

Student application process.

Student award process.

Student award notification process.

Student award amounts.

Student award adjustments.

Student appeals.

Earning the award.
STUDENT APPLICATION PROCESS

• Must reapply for all need-based aid (this includes FWS) every year by submitting FAFSA form.
• FAFSA becomes available in October of the current school year to be used for the next school year. (i.e 2018-2019 FAFSA will be available October 1, 2017)
• Priority deadline:
  • FAFSA should be received by processor by January 1st.
• Must indicate interest in FWS on FAFSA.
Office of Student Financial Aid (OSFA) awards FWS with other need-based aid through automated packaging.

- Student must demonstrate financial need.
- For best consideration, student should submit FAFSA by priority deadline.
- FWS funds are limited. Not all eligible students will receive FWS especially if awarded late.
- No guarantee that students will be eligible for FWS in future years.
- Students not offered an FWS award may appeal for reconsideration.
- Grad-students are never automatically offered FWS. They must appeal. Total aid can’t exceed educational costs, and most prefer all loans and no FWS.
STUDENT AWARD NOTIFICATION PROCESS

• OSFA will notify students about FWS program in mid-summer.
• Student must accept FWS through Testudo.
• FWS Work Authorization forms are printable through student’s account on Testudo.
• Work Auth instructions tell students to search online FWS job listings and apply to employers.
• FWS Student Orientations are mandatory for new students and recommended for returning students.
STUDENT AWARD AMOUNTS

• Standard Fall-Spring award amount range from $2,400 (avg. student).
• Awards establish MAXIMUM earnings for award period.
• Earnings per semester don’t matter as long as total Fall-Spring earnings don’t exceed Fall-Spring award.
If student’s financial need eligibility changes, the FWS award may be reduced or canceled.

We notify the student by email and (cc the employer if applicable) if their FWS award is reduced.

If students earn and their FWS award is reduced or canceled, the employer is charged for any ineligible earnings, including retroactive ineligible earnings.
STUDENT APPEALS: NEW AWARDS

• If financial aid award offer does not include FWS, students may appeal to FWS program for award. Form located:
  online - www.financialaid.umd.edu under the “Printable Forms” link.
  in person - 1135 Lee Building.

• We CANNOT award FWS if student does not show financial need according to federal formula.
  • Students can check financial aid account under “Budget” to check if they demonstrate financial need (i.e. unmet need).

• Graduate students must appeal for a FWS award.
• Incoming freshmen may not be eligible in the fall but may appeal for spring FWS award if funding is limited.
• Students participating in the Academic Achievement Program of their first 2 undergraduate years are not eligible to participate in the FWS program but may participate in subsequent years.
Students may appeal for increases **AFTER** they have earned **half** of their award.

- i.e. if the student’s award amount is $2,400 he/she may appeal after earning $1,200.

If we can’t increase their award, you must:

- 1- Start paying them from your own Labor and Assistance funds

**OR**

- 2- Terminate their employment for that award period.
EARNING THE AWARD

- No funds are released up front.
- Students are paid only for hours worked.
- Students receive a paycheck every two weeks.
- Students have no obligation to use funds but:
  
  NO WORK PAY

- Unearned funds are forfeited at end of award period.
- Earnings are subject to Federal and State taxes.
- Earnings are FICA exempt if enrolled at least ½ time.
FWS HANDBOOK details all fws policies and procedures contains pay wage guide

www.financialaid.umd.edu/fws