FEDERAL WORK-STUDY student orientation fall 2017 – spring 2018
OVERVIEW OF FWS

NEED BASED EMPLOYMENT PROGRAM
• Funded by Federal Government

YOU MUST WORK TO EARN THE FUNDS
• No funds are given up front to your student bill
• Earned through employment with FWS employers
• Bi-Weekly paychecks given directly to students
• FWS earnings can be spent on educational and personal expenses.
BENEFITS OF FWS

STUDENT BENEFITS

- Provides jobs that offer flexibility
- Fosters professional development
- Offers networking opportunities
- Builds leadership
- Provides funds for daily expenses
Student Benefits

FWS Earnings do not count against your financial need for the next academic year.

43. Student’s 2011 Additional Financial Information (Enter the combined amounts for you and your spouse.)

a. Education credits (American Opportunity, Hope or Lifetime Learning tax credits) from IRS Form 1040—line 49 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 household, as reported in question 93.

c. Taxable earnings from need-based employment programs, such as Federal Work-Study and need-based employment portions of fellowships and assistantships.

Enter FWS Earnings Here
1. Complete FAFSA and submit by January 1st annually
   • FWS Funds are limited. Not all eligible students will receive FWS, especially if FAFSA is received late
2. Indicate interest in FWS on the FAFSA
3. Must demonstrate financial need to be awarded
   • No Guarantee that you will be eligible for FWS in the future if you receive FWS one year.
4. Must accept FWS award on Testudo
Accessing Your Financial Aid Award Page

Financial Aid Award Page from “Awards”

2017-2018 Award Package

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

1. Below is your revised award package as of 6/3/2018. 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.

   Email loantalk@umd.edu for one semester loan requests.

<table>
<thead>
<tr>
<th>Award Program</th>
<th>Fall</th>
<th>Spring</th>
<th>Total Offer</th>
<th>Total Accepted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub Direct Loan</td>
<td>$2,750</td>
<td>$2,750</td>
<td>$5,500</td>
<td>$0.00</td>
</tr>
<tr>
<td>Unsub Direct Loan</td>
<td>$1,000</td>
<td>$1,000</td>
<td>$2,000</td>
<td>$0.00</td>
</tr>
<tr>
<td>Federal Work Study</td>
<td>$1,000</td>
<td>$1,000</td>
<td>$2,000</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

   Totals for 2015-2016
   $9,500 $0
FWS Periods FALL/SPRING & SUMMER

Fall 2017- Spring 2017 Work Period:
August 20, 2017- May 26, 2018

Winter is part of Fall/Spring

Summer requires a separate award.

1. There is a separate summer FWS request form
2. Contact fws-admin@umd.edu for more information in March
FWS Jobs

GENERAL INFORMATION

• Over 90% of jobs are with on-campus employers

• **On-Campus Job Categories:**
  Accounting, Computers/IT, General Labor, Office/Clerical, Research/Lab, Tutoring

• Federal Government Employers:
  National Archives, National Parks Conservation Association

• American Reads/America Counts Program:
  UM students tutor local elementary school children in math and literacy
# JOB LISTINGS

## JOB CATEGORIES

<table>
<thead>
<tr>
<th>Job Category</th>
<th>Description</th>
</tr>
</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>
</tr>
<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>
</tr>
<tr>
<td>Federal Government Jobs</td>
<td>Positions with the National Archives or Peace Corps.</td>
</tr>
<tr>
<td>General Labor</td>
<td>Positions in facilities operations/maintenance/security.</td>
</tr>
<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>
</tr>
<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>
</tr>
<tr>
<td>Tutoring</td>
<td>Positions involve providing individual/group instruction to children and/or adults in 1 or more topics.</td>
</tr>
</tbody>
</table>
• **Primary** way to find a FWS job:
  • Openings are posted on FWS website
  • Search these listings and apply to employers

• **Secondary** way to find a FWS job:
  • The UM Career Fair sponsors Fall and Spring part-time job fairs
  • [http://careercenter.umd.edu](http://careercenter.umd.edu)
  • Some employers also advertise by flyers, listservs and word of mouth

• **We offer referrals to students who request assistance**
job search
HOW TO

• Find the jobs that interest you
• Contact employers about the position
  • Follow the preferred application method listed
  • Provide a cover letter and resume tailored to the job
  • Employers choose who they want to hire
• Set up a time for a job interview
  • During the interview – Sell employer on your skills!
• For additional tips about the job search process, visit the University Career Center & the President’s Promise at http://careercenter.umd.edu
job search

FORMS

- A print out of your Financial Aid Award Page
- Your resume and a list of references
- Copy of your class schedule
- A Potential work schedule
- FWS Work Authorization Form

When hired, the FWS Work Authorization form must be completed and returned to the FWS office BEFORE you begin working. Failure to submit your work authorization may result in the cancelation of your award!
2017-2018 Award Package

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

1. Below is your revised award package as of 6/3/2015. 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.

Email loantalk@umd.edu for one semester loan requests.

<table>
<thead>
<tr>
<th>Award Program</th>
<th>Fall</th>
<th>Spring</th>
<th>Total Offer</th>
<th>Total Accepted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub Direct Loan</td>
<td>$2,750</td>
<td>$2,750</td>
<td>$5,500</td>
<td>$0.00</td>
</tr>
<tr>
<td>Unsub Direct Loan</td>
<td>$1,000</td>
<td>$1,000</td>
<td>$2,000</td>
<td>$0.00</td>
</tr>
<tr>
<td>Federal Work Study</td>
<td>$1,000</td>
<td>$1,000</td>
<td>$2,000</td>
<td>$0.00</td>
</tr>
<tr>
<td>Totals for 2015-2016</td>
<td>$9,500</td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>
Employment GUIDELINES

- You may only choose to work one FWS job at a time
- You may have a FWS job and a non FWS job on campus, but you can only work a maximum of 20 hrs/wk between the two
- If you switch FWS employers, you must submit a NEW FWS work authorization form for your new FWS employer
  - Should give 2 weeks notice
  - Be sure to terminate the 1st employment before starting 2nd
- If enrolled, you may work up to 20 hrs/wk
- During breaks you can up work to 40 hrs/wk, if not enrolled
- You can NEVER work more than 40 hrs/wk
- You can NEVER earn over time
Payroll Processes

• You must track and record work hours online through the University Payroll Human Resources Website:
  • http://www.phr.umd.edu

• Direct Deposit is recommended but takes longer to set up, so expect your first payment to be a paycheck

• If you encounter payroll delays or problems, please contact your supervisor or your employer’s payroll officer
  • If this is your first time working at UM, you will receive your first paycheck about 4 weeks after you start working

• You may only be paid for hours worked
  • Fraudulent time cards or time sheets are addressed by the UM Judicial Affairs office
ABOUT FWS EARNINGS
HOW IT WORKS

• FWS funds **DO NOT PAY** towards the university bill
• You will receive bi-weekly **paychecks** for the hours you work
• You **may not work** during scheduled class times
• You must maintain at least **6 credits** of enrollment
• Your employer can require a **30 minute unpaid break** after 5 consecutive hours of work
• Earnings are subject to **Federal & State** taxes
ABOUT FWS EARNINGS
Award Earning Limits

• Your FWS Award Establishes the MAXIMUM earnings per award period
• Earnings per semester do NOT matter as long as total Fall/Spring earnings don’t exceed your Fall/Spring award funds
• FWS program office will send notifications of your award status:
  You will receive an email when you have earned over 65%, 80% and 100% of your award
    • Be aware that these e-mails reflect earnings that are one pay period behind
3 tools to monitor your award available on the FWS Website: [www.financialaid.umd.edu/FWS](http://www.financialaid.umd.edu/FWS)

‘How Many Hours Can I Work?’
To help figure out how many hours you can work per week to earn award
To help figure out the maximum hours you can work so that you can continue to earn FWS award through the year

‘How Much Do I Have Left?’
To help calculate how much you’ve earned
To help calculate your last day of work

‘FWS Award Payment Tracking’ Worksheet
To help track your total payment amount in the award year
To help track your remaining funds after each pay period
### Initial Work Study Amount:

Deduct bi-weekly paycheck amounts from your initial balance and continue through each pay period to identify the balance remaining to be earned from your FWS award.

<table>
<thead>
<tr>
<th>PAY PERIOD</th>
<th>PAY PERIOD START DATE</th>
<th>PAY PERIOD END DATE</th>
<th>PAYCHECK ISSUE DATE</th>
<th>PAYCHECK AMOUNT</th>
<th>REMAINING FWS AWARD AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>8/20/2017</td>
<td>9/02/2017</td>
<td>9/22/2017</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>6</td>
<td>9/03/2017</td>
<td>9/16/2017</td>
<td>10/06/2017</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>7</td>
<td>9/17/2017</td>
<td>9/30/2017</td>
<td>10/20/2017</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>8</td>
<td>10/01/2017</td>
<td>10/14/2017</td>
<td>11/03/2017</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>9</td>
<td>10/15/2017</td>
<td>10/28/2017</td>
<td>11/17/2017</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>10</td>
<td>10/29/2017</td>
<td>11/11/2017</td>
<td>12/01/2017</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>11</td>
<td>11/12/2017</td>
<td>11/25/2017</td>
<td>12/15/2017</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>12</td>
<td>11/26/2017</td>
<td>12/09/2017</td>
<td>12/29/2017</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>13</td>
<td>12/10/2017</td>
<td>12/23/2017</td>
<td>1/13/2017</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>14</td>
<td>12/24/2017</td>
<td>1/06/2018</td>
<td>1/26/2018</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>15</td>
<td>1/07/2018</td>
<td>1/20/2018</td>
<td>2/09/2018</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>16</td>
<td>1/21/2018</td>
<td>2/03/2018</td>
<td>2/23/2018</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>17</td>
<td>2/04/2018</td>
<td>2/17/2018</td>
<td>3/09/2018</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>18</td>
<td>2/18/2017</td>
<td>3/03/2017</td>
<td>3/24/2017</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>19</td>
<td>3/04/2018</td>
<td>3/17/2018</td>
<td>4/06/2018</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>20</td>
<td>3/18/2018</td>
<td>3/31/2018</td>
<td>4/20/2018</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>21</td>
<td>4/01/2018</td>
<td>4/14/2018</td>
<td>5/04/2018</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>22</td>
<td>4/15/2018</td>
<td>4/28/2018</td>
<td>5/18/2018</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>23</td>
<td>4/29/2018</td>
<td>5/12/2018</td>
<td>6/01/2018</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>24</td>
<td>5/13/2018</td>
<td>5/26/2018</td>
<td>6/15/2018</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

**FINAL REMAINING BALANCE**

$
FWS Appeals allow students to:

• Ask for a **new** FWS award
• Ask for an **increase** after earning at least **50%** of their FWS award

If you run out of FWS funds:

• Your FWS employment must be **terminated**
  - or -

• Your employer must start paying you from their **own** department funds
student responsibilities

PROFESSIONAL DEVELOPMENT

Know your employers’ job expectations and office culture
• Do not study while at work
• Dress appropriately
• Adhere to your selected schedule
  – Notify your employer of changes in schedule or if you will be late

Be aware of your work performance
• Be open to learning and taking on new challenges
• Be reliable and productive
• Communicate your work progress and ask questions
• Form relationships with your supervisor and other staff for networking opportunities
• Utilize your strengths and build upon your weaknesses
FWS HANDBOOK details all FWS policies and procedures. It contains the pay wage guide.

www.financialaid.umd.edu/fws
Campus Location:
• 1135 Lee Building

Email:
• fws-admin@umd.edu

Mail:
• 0102 Lee Building

Phone:
• (301) 314-5302

Fax:
• (301) 314-9587

Website:
www.financialaid.umd.edu/FWS

Who to Contact:
Prerak Sheth
FWS Graduate Assistant

Star Greene
Assistant Director
FWS Program Coordinator