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
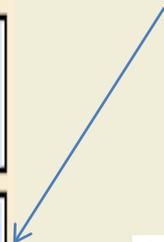
FWS APPLICATION & AWARD PROCESS

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"

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

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

job search
HOW TO

- 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
  - 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!

FINANCIAL AID AWARD PAGE EXAMPLE

Status / Documents / Budget / Awards / Resources / Contacts / Logout

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.

Award Program	Fall	Spring	Total Offer	Total Accepted
Sub Direct Loan	$2,750	$2,750	$5,500	$ 0.00
Unsub Direct Loan	$1,000	$1,000	$2,000	$ 0.00
Federal Work Study	$1,000	$1,000	$2,000	$ 0.00
Totals for 2015-2016			$9,500	$0

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

Employment

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

MONITOR STUDENT EARNINGS Tools

3 tools to monitor your award available on the FWS Website: 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

UNIVERSITY OF MARYLAND

OFFICE OF STUDENT FINANCIAL AID
Federal Work-Study Program

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.

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

FWS APPEALS
overview

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

F W S
HANDBOOK

details all fws policies and procedures

contains pay wage guide

FWS Program
Contact Information

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