

A large, stylized red soccer ball with white hexagonal and pentagonal patterns, centered on the page. It is partially obscured by a white horizontal band containing the title and subtitle.

Federal Work Study Overview

Fall 2023-Spring 2024



UNIVERSITY OF
MARYLAND

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.

\$

--	--	--	--	--	--

FWS Application & Award Process

- ✓ 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
- ✓ Indicate interest in FWS on the FAFSA
- ✓ 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.
- ✓ Must accept FWS offer on Testudo

FWS Periods FALL/SPRING & SUMMER

Fall 2023- Spring 2024 Work Period:

August 20, 2023- May 18, 2024

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

Accessing Your Financial Aid Award Page

Financial Aid Award Page from “Financial Aid Offer”

UNIVERSITY OF MARYLAND

Financial Aid Portal

Status Cost of Attendance To-Do **Financial Aid Offer**

View
Print

Please visit our [website](#) for more information about the [Financial Aid Process](#) and next steps.

Complete each section below and click the submit button to accept the financial aid offer.

1. Below is your financial aid offer as of 8/9/2021. 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.

Award Program	Fall	Spring	Total Offer	Total Accepted
Sub Direct Loan	\$2,750	\$2,750	\$5,500	\$5,500
Unsub Direct Loan	\$1,000	\$1,000	\$2,000	\$2,000
Federal Seog Grant	\$300	\$300	\$600	\$600
Federal Pell Grant	\$3,248	\$3,247	\$6,495	\$6,495
Rawlings EA Grant	\$1,500	\$1,500	\$3,000	\$3,000
Univ Of Maryland Grant	\$2,500	\$2,500	\$5,000	\$5,000
Federal Work Study	\$1,500	\$1,500	\$3,000	\$3,000
Totals for 2021-2022			\$25,595	\$25,595

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
- Maryland Mentor Corps:
Earn your Federal Work Study while helping local kids! Join the Maryland Mentor Corps and work with one of our great programs

Job Listings

Job Categories/Descriptions

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.

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 Forms:

- ✓ A print out of your **Financial Aid Offer** 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:

UNIVERSITY OF MARYLAND

Financial Aid Portal

Status Cost of Attendance To-Do **Financial Aid Offer** Resources Federal Loans Contact

View
Print

Apply for Parent PLUS Loan
Types of Aid
Billing Statement
FAFSA on the Web
Financial Aid Forms
Financial Literacy
Student Financial Services and Cashiering
Student Financial Aid
Testudo
Scholarship Search
Student Account Inquiry
Terrapin Express
Thank You Notes
Tuition and Fees

Please visit our [website](#) for more information about the [Financial Aid Process](#) and next steps.

Complete each section below and click the submit button to accept the financial aid offer.

1. Below is your financial aid offer as of 8/9/2021. 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.

Award Program	Fall	Spring	Total Offer	Total Accepted
Sub Direct Loan	\$2,750	\$2,750	\$5,500	\$5,500
Unsub Direct Loan	\$1,000	\$1,000	\$2,000	\$2,000
Federal Seog Grant	\$300	\$300	\$600	\$600
Federal Pell Grant	\$3,248	\$3,247	\$6,495	\$6,495
Rawlings EA Grant	\$1,500	\$1,500	\$3,000	\$3,000
Univ Of Maryland Grant	\$2,500	\$2,500	\$5,000	\$5,000
Federal Work Study	\$1,500	\$1,500	\$3,000	\$3,000
Totals for 2021-2022			\$25,595	\$25,595

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

FWS Earnings, How does it work?

- 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 Earning Tools:

3 tools to monitor your award available on the FWS Website: <https://financialaid.umd.edu>

‘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

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

FWS Handbook

- ✓ Details all FWS policies and procedures
- ✓ Contains pay wage guide

<https://financialaid.umd.edu/types-aid-federal-aid/fws-jobs>

FWS Contact Information

Campus Location:

- Ground Floor Mitchell Building Front Counter

Email:

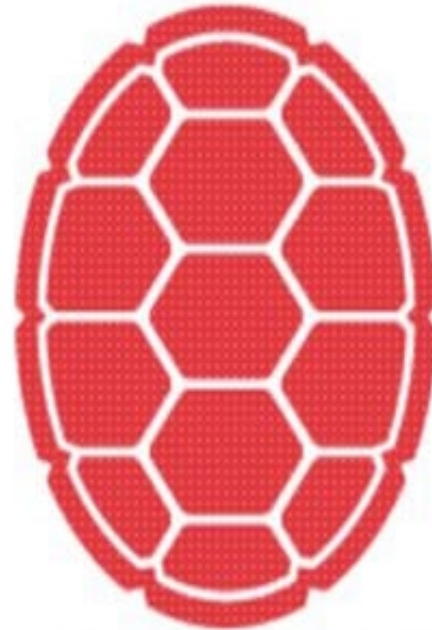
- fws-admin@umd.edu

Mail:

- 0115 Mitchell Building
7999 Regents Drive
College Park, MD 20742

Phone:

- (301) 314-8377
- (301) 314-9587



FEAR THE TURTLE