

University of Maryland
Office of Student Financial Aid



Federal Work-Study (FWS) Student Handbook

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PROGRAM BASICS

Program Overview

Federal Work-Study (FWS) is a federally funded need-based financial aid program that allows students with financial need to earn FWS funds through employment with authorized FWS employers. The FWS program provides employers with vital student support while providing students with valuable employment opportunities and income to use toward educational and living expenses incurred throughout the year. To be considered for FWS, undergraduate students must be enrolled at least half-time (unless they have FWS staff authorization), be classified as degree-seeking, and meet other criteria outlined in this handbook.

Students that participate have a wide range of career goals, majors, and backgrounds. They are able to develop professionally through on-campus employment opportunities that compliment students' class schedules. Students choose which jobs they want to apply for, and employers choose which students they want to hire. As long as they remain eligible for FWS, students may continue their employment with the same department or explore opportunities with other departments. Students may attempt to change employers at any time, however your previous employment must be canceled before you apply for another federal work study position. Students participating in the FWS program may only have one FWS job at a time. Students may work up to 20 hours per week at that job when enrolled, and up to 40 hours per week during academic breaks when not enrolled. However, student FWS earnings cannot exceed their FWS offer. An additional benefit of FWS is that FWS earnings are excluded when determining a student's financial need on the following year's financial aid application.

Types of FWS Employment

On Campus: Students may apply to positions from over one hundred departments. Opportunities include office and clerical support, research and laboratory support, computers, accounting, tutoring, and others that may be specific to the employer's needs.

Job Category	Description
Accounting	Positions involving accounting/bookkeeping tasks to support accounts payable/receivable, payroll, timekeeping, auditing, or other accounting functions.
Maryland Mentor Corps	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.

Community Service Employers: Several campus employers provide community service opportunities through tutoring, social services and more. As of May 1999, students may not receive FWS funds for work with off-campus community services programs.

Maryland Mentor Corps: Through these programs, University of Maryland students provide math and reading tutoring to local elementary school students or assist with program administration. For more information, contact the America Reads * America Counts Office at 301-314-READ.

THE APPLICATION PROCESS

How to Apply for Federal Work-Study

Students must complete the Free Application for Federal Student Aid (FAFSA). The FWS office considers students for a FWS offer if they demonstrate financial need. and file the FAFSA by the UMD priority deadline.. The Office of Student Financial Aid (OSFA) offers FWS with other need-based aid through an automated packaging system. FWS funds are limited, and best consideration for the FWS offer is given to students who submit the FAFSA by the UMD priority deadline. Therefore, not all eligible students will receive a FWS offer. The FWS office continues to offer FWS offers throughout the academic year to eligible students on a case by case basis until available funds are exhausted. Also, due to the limitation of FWS funds and the fact that it is a need-based program, there is no guarantee that students receiving FWS in the current year will receive FWS in subsequent years. Non-participation does not negatively affect future consideration for a FWS offer, with the exception of Maryland Pathways Work Grant recipients.

FWS Offer Notification Process

The FWS offer will appear on the student’s financial aid account in their Financial Aid Portal, along with other financial aid offers (grants, scholarships, and loans). Students must accept their offer via their Financial Aid Portal (<https://financialaid.umd.edu/my-finaid-account>). Please remember to review your financial aid authorization acknowledgment via Workday before you begin working.**Note:** While FWS appears on students’ financial aid offer as an offer, students must work to earn the funds. Students will only receive FWS funds for the hours worked in an FWS job.

FWS Offer Periods (Fall/Spring & Summer)

Fall/Spring Offer Period: Fall/Spring offers may be earned during the fall, winter, and/or spring semesters. Any amount not earned during the fall semester is automatically available to be earned during the winter and spring semesters. At the end of the spring semester all remaining FWS offer amounts not earned become null and void. These amounts cannot be transferred to the summer term.

Winter Break & Winter Term: Students are eligible to work up to 40 hours per week if not enrolled in classes. If enrolled full time, students may only work a maximum of 20 hours per week. If enrolled part time, students must request permission from the FWS office to work more than 20 hours per week while classes are in session. Winter term earnings are applied to a student's fall/spring FWS offer. Any earnings from the winter term will result in less FWS offers remaining for the spring semester.

Summer Offer Period: The summer terms are offered separately from the fall/spring FWS offers. A separate application and offer process is used to determine summer FWS eligibility and offers. Students interested in a summer FWS offer should contact the FWS office for more information. Students may not use unearned funds from their fall/spring FWS offer for the summer. Any remaining unearned funds at the end of the offer period (i.e. the end of the spring and summer semesters) are forfeited.

FWS Offer Earning Limits & Enrollment Restrictions

Students may only earn FWS offers up to their offer amount corresponding to the offer period in which they are offered the FWS offer.

Earning Limit: FWS is offered for a limited, specific offer period. Offers establish the maximum earnings per offer period. Earnings per semester do NOT matter as long as total fall-spring earnings do not exceed fall-spring offer. Similarly, summer earnings cannot exceed summer offer. The FWS program office will send students notification of their offer earning status once they have earned 65%, 80% and 100% of their offer. Students who are running out of their offer but would like to continue working may submit an FWS appeal for additional funding. Once the offer period has ended or once a student has earned their complete offer amount (whichever comes first), that student must stop earning FWS funds. Students may continue to work for the same department earning from non-FWS employer funds (at the discretion of the employer). Students may not begin to earn FWS funds again until offered a new FWS offer.

Enrollment Restrictions: In order to maintain FWS eligibility, students must maintain at least half-time enrollment status. Additionally, students may not participate in FWS after graduating.

FWS Appeal Process

The Federal Work-Study (FWS) Appeal form should be completed and submitted to the FWS office for consideration of a new FWS offer or for an increase to an existing FWS offer. Any student not offered a FWS offer who would like to participate in the program should submit a FWS appeal form.

Students seeking an increase in their current FWS offer must have earned over 66% of their offer amount before submitting an FWS appeal form. For example, a student with a \$3000 offer must earn \$1020 before submitting the FWS appeal form. The FWS appeal form is available on the [Forms](#) page of the Office of Student Financial Aid website.

Students should be aware submitting an appeal does not guarantee admittance into the program and/or any increase in their FWS offer. The FWS office renders all decisions on a case by case basis, taking into consideration student eligibility, as determined by the federal formula which establishes the student's amount of financial need, as well as the availability of program funds. If funds are low, the FWS office will offer returning employees first. Appeals that are not approved due to funding are kept on file so that they may be automatically reconsidered should funding become available. The FWS office is usually able to notify students of their appeal decisions within two weeks.

Finding FWS Employment

FWS participants must be employed with a FWS approved employer to earn from their FWS offer. Below is a list of available resources for a FWS job search:

FWS Job Search

Federal Work Study open positions will be posted on the Workday [Student Job Board](#). Please visit our [FWS and Workday Changes page](#) to learn about the changes to the process. Students should review all approved and open jobs. Not all campus departments are eligible to hire FWS students.

- You will search and apply for FWS open positions (jobs) via Workday's Student Job Board
- You will provide supporting FWS job application documents/information via Workday
 - Copy of your Financial Aid Offer (College Financing Plan) to confirm you are offered FWS funds for the academic year
 - Other required FWS job application documents/information
- Once hired by a FWS employer, you will report your worked hours using Workday

FWS Staff Referrals

If students search the FWS job listings and contact various departments and are still in need of a job, they may call the FWS office at 301-314-8377 to schedule an appointment or email FWS-admin@umd.edu to meet with FWS Staff for personal assistance in selecting a FWS job.

Approaching the Job Search

The FWS office recommends that students search for jobs that most interest them and choose no more than five jobs listings during each search. Students may only hold one FWS job position at a time. Students should contact employers as directed on the job posting. Submit a cover letter and one-page resume, and ask for a formal interview time and date. Students are also recommended to inform employers that they are a FWS participant and the amount of the FWS offer.

FWS Student Interviews

If offered an interview, students should note the date, time, location, name of the person with whom they will be meeting, any required documents (i.e. resume, class schedule), and a contact name and phone number in case the student is unable to attend the scheduled interview. FWS student interviews should always be taken seriously and be handled professionally. During the interviews, students and employers should discuss job duties pertaining to each position, days and hours needed to work, as well as the educational and professional development opportunities available. It is important to recognize that the interview is an occasion to impress the employer on student skills and ability! For additional tips on how to build a resume, interview, etc, please visit the University Career Center and the President's Promises at <http://careercenter.umd.edu>.

- It is important that students bring the following documents to their interviews:
- Proof of citizenship documents (must bring the actual document, not a photocopy):
 - Driver's license, Social Security Card, U.S. Passport, U.S. Permanent Residency Card (UMD ID does not qualify)
 - Students may contact the employer for other acceptable documents
- Copy of class schedule
- Available work schedule
- Decide how many tax deductions will be chosen on the IRS W-4 form
- Résumé and list of references (optional, but recommended)

FWS Work Authorization Verification Process

The FWS Work Authorization form provides official authorization for the student to earn FWS funds. As part of the FWS student employee onboarding process, FWS employers will complete a questionnaire via Workday to collect the FWS Work Authorization. The FWS authorization form will then be sent to the student via Workday for acknowledgement. Please refer to the above Work Study Job Aids.

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 offer. FWS offers are verified each pay period.

Financial Aid Offer Page

- Financial Aid Offer page (used to verify the student's FWS offer and amount). This will be uploaded by the student during the recruitment process in Workday.

Accepting/Declining a Job

FWS students should officially decline or accept all job offers with a FWS Employer. Once a student accepts a job, the student must complete the necessary payroll documents to be set up in the University Payroll and Human Resources (PHR) system in order to begin work.

WORKING AN FWS JOB

Starting Employment & Establishing a Work Schedule

Students **must** give their employer an official copy of their course schedule (from Testudo). Students and their employer should create a mutually agreeable work schedule that accommodates academic requirements and class schedule. **Students may NEVER work during scheduled class times, unless a class cancellation occurs.** The student must provide written confirmation from their professor/TA of a class confirmation to their employer. In addition, the student must request permission from their employer to work during this time.

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 offer amount and hourly wage

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

Work Hour Guidelines

While enrolled in classes students may work no more than 20 hours per week. During academic breaks (winter break and spring break), students may work up to 40 hours per week..During the winter and summer terms students enrolled in classes may work a maximum of 20 hours per week. If a student is not enrolled during the winter or summer terms they may work up to 40 hours per week. Students may never work more than 40 hours per week, and no overtime may be paid to FWS student employees. There are no exceptions to this rule.

Work Expectations

Students should be aware of workplace expectations. Student employees are expected to adhere to their employer's office conduct guidelines, rules for attendance, and guidelines for completing tasks and responsibilities. Employers need reliable employees. Students are expected to be professional, follow their established schedules, and contact employers in advance if they will be late or if they are unable to work their entire shift. FWS employees are expected to prioritize their work responsibilities while at work.

Breaks

The FWS Program requires 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. Employers can require a 30-minute break after 5 hours of consecutive work.

Earning your FWS Offer

FWS earnings are not credited to a student's billing account, but are paid directly to the student. All FWS participants receive bi-weekly paychecks issued by the State of Maryland according to the UMD 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 subject to all applicable federal, state, and local taxes. Since earnings are taxable, students will receive W2's at the end of the year. For additional tax filing information, go to www.irs.gov or consult a tax advisor.

Paychecks may be directly deposited into a bank account, and in some instances mailed, per student request. Contact your employer's payroll officer for more information.

Earnings Fraud

Students may only be paid for hours worked. If any student intentionally submits fraudulent time cards or time sheets to their employer, the FWS office will notify the UMD Judicial Affairs office.

One FWS Job Policy

To encourage academic success, students participating in the FWS program may hold one FWS position and may work up to 20 hours per week. 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 offer 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.**

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 UMD FWS position. FWS jobs should be treated like any other non-FWS job. Students should submit a notice of resignation in writing directly to their supervisor,

and include a specified final date of employment. If a student switches employer during the FWS offer period, that student must immediately notify the FWS office to request a new FWS Work Authorization form. That student must also speak with the employer's payroll officer to be sure that FWS earnings with the two employers do not overlap.

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. You are expected to report to work and to remain as scheduled, unless you are advised to the contrary. Students should consult 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.

Students should be aware that they will **NOT** be paid for hours not worked because the University is closed, even if they were scheduled to work that day.

PAYROLL POLICIES & PROCEDURES

Students should contact their employer's payroll officer to find out which forms and identifications are required **BEFORE** beginning employment.

Payroll Procedures

Once hired by a FWS employer, you will report your hours worked using Workday. Please contact your supervisor on how to enter your hours. [Please view the recommended on demand training via Workday for additional information.](#)

Students should expect to receive their first paycheck approximately 4 weeks after their initial start date. The paycheck will be issued by payroll, and direct deposit is highly recommended. Paychecks are administered one pay period behind the University's Payroll Schedule.

FWS Job Classification & Pay Wage Guidelines

In accordance with FWS program regulations, all employers must establish a job description, job classification level, 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 state minimum wage of \$15.00. Pay rates may, in certain instances, exceed these guidelines if requested by the employer and approved by the FWS Coordinator.

Pay Wage Increases

Employers are encouraged to review student employees for pay rate increases at the conclusion of each year of employment. Employers may, however, offer pay rate increases to their student employees at any time during the academic year, as is deemed appropriate in accordance with the FWS Program Classification and Pay Wage Guidelines. 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

Undergraduate Employment Classifications

Classification & Pay Level I: \$15.00 (minimum wage as of July 1, 2022) - \$15.90 per hour (Continuing employees may be paid up to \$15.90 per hour in accordance with wage increases based on employee merit and longevity.)			
Job Duties	Required Experience	Skill Level	Supervision
<ul style="list-style-type: none"> • General routine work/simple tasks. • Works within well-defined procedures including written and verbal direction. 	<ul style="list-style-type: none"> • Little previous related education or work experience required. 	<ul style="list-style-type: none"> • Few or no special skills required. 	<ul style="list-style-type: none"> • Continually supervised. • Uses little independent judgment or initiative.

Classification & Pay Level II: \$15.00 - \$16.00 per hour (Continuing employees may be paid up to \$15.90 per hour in accordance with wage increases based on employee merit and longevity.)			
Job Duties	Required Experience	Skill Level	Supervision
<ul style="list-style-type: none"> • General routine 	<ul style="list-style-type: none"> • Some previous 	<ul style="list-style-type: none"> • Few special 	<ul style="list-style-type: none"> • Continually

<p>work involves simple to moderate levels of difficulty.</p> <ul style="list-style-type: none"> • Works within well-defined procedures including written and verbal direction. 	<p>related education or work experience required.</p>	<p>skills required.</p>	<p>supervised</p> <ul style="list-style-type: none"> • Uses some independent judgment.
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<p align="center">Classification & Pay Level III: \$16.00 - \$ 17.00per hour (Continuing employees may be paid up to \$17.00 per hour in accordance with wage increases based on employee merit and longevity.)</p>			
Job Duties	Required Experience	Skill Level	Supervision
<ul style="list-style-type: none"> • Performs moderately difficult tasks • Works within general guidelines including written and verbal direction 	<ul style="list-style-type: none"> • Moderate level of related education or work experience required (minimum six months to one year). 	<ul style="list-style-type: none"> • Related skills. • Knowledge and skills to perform independently with limited training. 	<ul style="list-style-type: none"> • Limited supervision. • Uses some independent judgment and initiative.

<p align="center">Classification & Pay Level IV: \$17.00 - \$18.00per hour (Continuing employees may be paid up to \$18.00 per hour in accordance with wage increases based on employee merit and longevity.)</p>			
Job Duties	Required Experience	Skill Level	Supervision
<ul style="list-style-type: none"> • Performs tasks involving a high level of difficulty and complexity. 	<ul style="list-style-type: none"> • High level of previous related education/work experience required (minimum one year). 	<ul style="list-style-type: none"> • High level of related skills • Possesses knowledge & abilities to perform duties with little or no training. • Prioritizes & performs multiple tasks with attention to detail. 	<ul style="list-style-type: none"> • Performs independently with minimal supervision. • Exercises independent judgment and initiative.

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 student employees are not entitled to Unemployment Compensation through the University of Maryland.

FICA (Social Security Taxes)

In the spring of 1998, the IRS revised the regulations that governed the exemption from Social Security and Medicare taxes (FICA) for students enrolled in colleges and universities. Beginning with 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 will be considered enrolled half-time even if the person is enrolled for less than half-time, providing the student meets the following requirements:
 - a. The student is taking classes in the last semester of a degree or certificate program that requires at least two semesters
 - b. The student will complete the requirements for the degree or certificate in that semester.
2. 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.
3. Student employees may work any number of hours (within FWS regulations) without becoming eligible for FICA taxation.
4. 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.
5. Student employees are exempt from FICA taxation for work performed during any period that partially falls within the academic year.
6. 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.
7. 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 they experience a work-related injury. Whenever an employee is injured on the job, the employee should report the injury to their supervisor as soon as possible. The supervisor should contact the Injured Workers Insurance Fund to file a "First Report of Injury"; they 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 their 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 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 offer 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 UMD 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 offer, the job, or the supervisor.

Employee Responsibilities

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 their 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 the supervisor.
4. Keep an accurate record of hours worked and submit an electronic timesheet in accordance with employer and UMD payroll procedures and calendar.
5. Adhere to any confidentiality/security agreements set forth by their employer.
6. Notify their supervisor if employed in more than one position on campus.
7. Dress appropriately for the workplace, as specified by their employer.

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

1. Become familiar with information provided regarding the terms of the FWS offer and FWS program policies and procedures.
2. Adhere to stated procedures and inform their supervisor and/or FWS Program Staff of any grievances, concerns, or problems regarding FWS employment.
3. Maintain enrollment of at least 6 credits and notify supervisor if enrollment status changes.
4. Maintain Satisfactory Academic Progress and notify supervisor if placed on Satisfactory Academic Progress suspension.

Office of Student Financial Aid 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. Provide employers with a departmental allocation and the dates students are eligible for employment during each FWS offer period.
4. Notify students of their FWS offers and any changes made to these amounts thereafter.
5. Terminate any student's employment in the FWS program if they cease to be eligible for participation in the FWS program.

NON-FWS STUDENT EMPLOYMENT PROGRAMS

The University of Maryland offers many student employment positions that don't require a FWS offer. To view listings of available positions, or for more information on career development services, please contact the University Career Center and the President's Promise at 301-314-7225. If you prefer to visit their office, they are located on the 3rd floor of the Hornbake Library, South Wing of 3100 Hornbake Building. They are open from 8:30 a.m. to 5:00 p.m., Monday through Friday. Information and job listings may also be obtained by accessing the University Career Center and the President's Promise web site at www.careercenter.umd.edu.

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