

RENEWAL FEDERAL WORK-STUDY (FWS) PROCEDURES

If you were **offered** and are **accepting FWS funds**, you **must** submit the following documentation for approval to the Office of Student Employment **BEFORE YOU BEGIN WORKING**:

YOU MAY NOT BEGIN WORKING UNTIL ALL OF YOUR DOCUMENTS HAVE BEEN APPROVED BY STUDENT EMPLOYMENT AND YOU HAVE RECEIVED A CONFIRMED START DATE.

Contingent on the accuracy of submitted documents, it may take approximately four to six (4 - 6) weeks from a student's confirmed effective start date before receiving the first paycheck.

Returning FWS Students: Please review the federal work-study website for announcements, time sheet information, and other relevant work-study resources *prior* to submitting any renewal forms to Student Employment. **Electronic signatures and submissions of employment documents will NOT be accepted.**

- **Student Online FWS Orientation** (view online) -print and sign confirmation page.
- **Copy of class schedule**
- **Job Certification Form**- your supervisor *must* complete section 2 of this form.
- **Temporary Student Employment Agreement** – Contingent I Student Agreement

All of the indicated documents are required for students' eligibility to work under the FWS Program.

Go to <http://www.umaryland.edu/workstudy> for all FWS documents

*****Students may electronically fill out the white sections of the C I Student Agreement and save as a PDF once complete to sign. Once saved as a PDF, use the Fill and Sign feature to initial in the concurrent and dual employment section and sign the 1st and 3rd page where requested on the document. Incomplete or incorrect documents will be returned. *****

YOU MAY NOT BEGIN TO WORK UNTIL ALL OF YOUR DOCUMENTS HAVE BEEN APPROVED BY STUDENT EMPLOYMENT AND YOU HAVE RECEIVED A CONFIRMED START DATE VIA EMAIL FROM THE OFFICE OF STUDENT EMPLOYMENT.

If you were **offered** and are **declining FWS funds**, you must do so by selecting the 'Decline' option on the Accept Awards by Aid Year page of SURFS. Please also email FWS@umaryland.edu to have the FWS Procedures requirement removed from your record.

IMPORTANT INFORMATION FOR ALL FWS STUDENTS:

1. All approved positions for 2023 – 2024 academic year are available on our webpage <http://www.umaryland.edu/workstudy>.
 2. Timesheets will **NOT** be accepted or processed for students who have *not* submitted **ALL** of the required FWS documentation to the Office of Student Employment.
 3. Backdated timesheets will **NOT** be processed for students who were not certified to work under the FWS Program.
 4. We do **NOT** provide retroactive payments to students who begin to work before an approved effective start date.
 5. Returning FWS Students must submit employment documents **in person** to the Office of Student Employment between Tuesday-Thursday from 8am-4pm.
 6. The amount students are awarded cannot be rolled over to another academic year.
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Contact Information: Office of Student Employment, 601 W. Lombard Street, Suite 221 Baltimore, MD 21201
fws@umaryland.edu (410) 706-7347

