

**ACCEPT / DECLINE LETTER 2024-2025**

Dear Student:

Federal Work Study gives students the opportunity to work in a job on-campus in an academic or administrative office or off-campus with one of our community service agency partners. Federal Work Study funding is limited so students will be processed on a first come first serve basis until the funding is exhausted. In order to take advantage of this opportunity, you must complete the Information below and return this form to the Office of Student Financial Aid.

Last Name	First Name	MC ID#
Please check one: <input type="checkbox"/> Yes, I am interested in working as a Federal Work Study employee. <input type="checkbox"/> No, I am not interested in working as a Federal Work Study employee.		
Please check one: <input type="checkbox"/> Returning FWS Employee <input type="checkbox"/> New FWS Employee		
Please check one: <input type="checkbox"/> Germantown Campus <input type="checkbox"/> Rockville Campus <input type="checkbox"/> Takoma Park/Silver Spring		
If you checked yes and we still have FWS funds available, please proceed to steps 1 - 7. Depending on circumstances, you may have already completed some of these steps.		
Please sign name here: _____		

WHAT DO I NEED TO DO NOW?**First time Student Employees seeking work under the Federal Work Study (FWS) must follow these instructions:**

1. Log into MyMC and visit the Financial Aid section to accept your Federal Work-Study award. You have two weeks from receipt of this email to accept the award. Failure to accept the award within two weeks may result in cancellation of the award as we have limited FWS funds and many students interested in the program.
2. After accepting the FWS award, please review and complete the student employee sections of the Federal Work-Study employment forms that are now listed under the Financial Aid Required Documents section of your MyMC. The document contains the Accept/Decline letter, the FWS Pre-Authorization form, and the FWS Employment Approval Form.
3. If you do not already have a position in mind, you may view job vacancies on College Central. Once you have found a position of interest please contact the supervisor to arrange an interview.
4. When a supervisor intends to hire you, they will need to complete and electronically sign the middle section of the FWS Pre-Authorization form.
5. After the Employment Pre-Authorization form is electronically signed by the supervisor and you have completed and electronically signed the student employee section of all of the forms, please email all forms to me.
6. I will provide you and your supervisor with completed copies of the FWS Forms. Your supervisor will then complete an FWS requisition request for you through Workday. Human Resources and Strategic Talent Management (HRSTM) will email you with instructions on how to provide and complete the necessary new employee documents. Please note that if you have worked at MC within the past year or are transferring positions, this step may not be necessary.
7. After you have completed all of the forms in Workday and your in-person I-9 document verification appointment with HRSTM, a member of HRSTM will email you as well as your supervisor to notify you that you are officially hired and can then begin working. You cannot work until you complete all requirements and receive that email.

Disclaimer: Completing this process is neither a promise nor a guarantee of employment or a job.

Santiago Bonilla
Federal Work-Study Program Specialist
Office of Student Financial Aid
Student Services Bldg., Rm. 121
51 Mannakee Street
Rockville, MD 20850
240-567-5100

Derek Thompson
Federal Work-Study Program Coordinator
Office of Student Financial Aid
Student Services Bldg., Rm. 121
51 Mannakee Street
Rockville, MD 20850
240-567-5100



Office of Student Financial Aid / Student Employment Programs

FEDERAL WORK STUDY (FWS) ONLY

EMPLOYMENT PRE-AUTHORIZATION FORM (EMP PRE)

2024-2025

(STUDENT COMPLETES THIS SECTION)

Student's Last Name (Please Print) _____ First Name _____ MC STUDENT ID # _____ Phone # _____

E-mail Address _____ Campus (check one) TP/SS RV GT

1. Are you currently enrolled? YES NO

2. How many credit hours? _____ credit hours

Student's Signature _____

_____ Date

DISCLAIMER: *Completing this form is neither a promise nor guarantee of employment or a job. Students may not work simultaneously in Federal Work-Study (FWS) and Student Assistant (SA) positions.*

Take this form with you on your interviews. If hired, please have the hiring supervisor complete the section below. Bring this form back to the Office of Student Financial Aid to the Student Employment Specialist to sign. Once signed, you will be given an Employment Approval Form and sent to Human Resources to complete additional employment paperwork.

(SUPERVISOR COMPLETES THIS SECTION)

(This student is eligible to be hired as a Federal Work Study employee)

The student's total award limits them to _____ hours/week for fall & spring semester at \$17.15/hr. for on-campus and off-campus employment.

Dept. Name _____

_____ Dept/Code

Supervisor's Name (Print) _____

_____ Phone #

Supervisor (Signature) _____

_____ Date

(STUDENT EMPLOYMENT SPECIALIST – OFFICE OF STUDENT FINANCIAL AID)

Federal Work-Study Program Specialist (Print) _____

_____ Phone #

Federal Work-Study Program Specialist (Signature) _____

_____ Date

NOTE: *A Department/Organization Code must be provided for the employment of all FWS students. Incomplete forms will be returned to Supervisors and delay the employment process.*

NOTE: *The student cannot begin working until all HR employment paperwork has been completed and the student has signed and returned the Employment Approval Form to the hiring Supervisor with an employment Start Date.*

Revised (1/25/2023)



Office of Student Financial Aid / Student Employment Programs

FEDERAL WORK STUDY
EMPLOYMENT APPROVAL FORM
2024 - 2025

Student Responsibilities and Procedures

You cannot begin work until you have completed all Human Resources employment requirements and signed and submitted this Employment Approval Form to the Office of Student Financial Aid.

While holding a Federal Work-Study position, you will be allowed to work the maximum hours per week as stated on the Employment Approval Form. If you have more than one FWS position, the total number of hours for both positions cannot exceed the awarded amount of hours your FWS is based on. You are not permitted to work simultaneously as a FWS employee and Student Assistant (SA) employee.

You will be responsible for tracking the amount of FWS income you earn. Remember that you may not earn more than your total FWS award amount.

Your employer will be asked to evaluate your work performance according to the following criteria: Productivity, dependability, attitude, initiative, attendance and relationship with co-workers. If your performance is unsatisfactory, your employer may dismiss you. You have the right to appeal an unfair dismissal.

You and your supervisor will establish and maintain a regular work schedule based upon your class schedule and the needs of the office. Your employer will expect you to be as punctual and responsible as any full-time employee.

FWS positions are frequently professional positions; therefore, your employer will expect a minimum commitment of one semester. As is customary, sufficient notice (2 weeks) should be provided if you plan to leave your position before the scheduled termination date.

You are responsible for your payroll time sheet and/or card. This includes having your supervisor verify the total hours worked and authorizing the hours on web time entry or signing a paper time sheet if necessary. You are responsible for submitting hours worked via web time entry to your supervisor by the specified dates indicated by payroll.

(I have read and understand the above Student Employment Program responsibilities/procedures.)

<i>Last Name (Please Print)</i>	<i>First Name</i>	<i>E-mail Address</i>
<i>Address</i>		<i>Phone number</i>
<i>Student Signature</i>	<i>MC Student ID #</i>	<i>Date</i>

STUDENT EMPLOYMENT SPECIALIST COMPLETES THIS SECTION

<i>Student Position Type</i>	<i>Hourly Rate of Pay</i>	<i>Dept/Orgn. Code</i>	<i>Start Date</i>
<i>The total wage is limited to \$ _____ at _____ hours per week and</i> <i>is limited to the time frame of _____ thru _____.</i>			
<i>Authorized Signature</i>		<i>Date (Revised 6/21/2024)</i>	