LOYOLA UNIVERSITY MARYLAND

— 1852 —

FEDERAL WORK-STUDY HANDBOOK

Work-Study is a federal need-based program providing part-time job opportunities for Loyola students. The program offers valuable work experience and flexibility to work around your class schedule. Students receive a regular paycheck for hours worked. Unlike other forms of aid, work-study funds are not applied directly to your student account.

STUDENT EMPLOYMENT PROCEDURES

The placement procedure for Federal Work-Study (FWS) is similar to a typical job search. Consider jobs or departments on campus for which you are interested in working. Then contact the appropriate supervisors to inquire about application procedures. Hiring takes place between the student and the FWS supervisor. *Use the following steps as your guide:*

Step 1

Review the job listing on our website, www.loyola.edu/financialaid. Under the topic *Undergraduate Quick Links*, click on *Financial Aid Programs* > *Student Employment* > *Federal Work-Study*. From here you can access a complete list of all jobs available along with a brief job description, hourly wage and contact information. Think about where you might like to work and consider the following:

a. List all the jobs for which are interested and rank them in order of preference.

b. Think about how the job may help you in the future. Consider employment that is somewhat related to your major and /or you might like to include on your resume.

You may begin inquiring with departments about jobs at any time. If you wait to start your search until your arrival on campus, do not delay once here. Contact the Office of Financial Aid for assistance if you have difficulty finding a work-study position.

Step 2

Before arriving on campus, complete the required employment paperwork. All forms are available on the Financial Aid website, www.loyola.edu/financialaid > *Undergraduate* > *Financial Aid Programs* > *Student Employment* > *Federal Work-Study.*

Use the following guide to determine which forms you should complete.

Loyola Student Employment Paperwork Guide

New Student Employee

• I-9 Employment Eligibility Verification Online Form Online, http://www.newi9.com
• MW 507 State Withholding Form (required for Maryland and non-Maryland residents)
• W-4 Federal Withholding Form
• Student Employment Agreement
• Loyola Confidentiality Agreement
• Direct Deposit Authorization (optional)

Student Employee at Loyola in the *current calendar year*

• Student Employment Agreement
• If you were paid during the current calendar year, an I-9 and new tax forms are not required. However, if you would like to change your tax withholdings, you will need to complete the MW507 State Withholding Form and W-4 Federal Withholding Form.

Student Employee at Loyola w*ithin the last 3 years*

• MW 507 State Withholding Form (required for Maryland and non-Maryland residents)
• W-4 Federal Withholding Form
• Student Employment Agreement
• Direct Deposit Authorization (optional) – If you previously had direct deposit and the information has changed, complete a new form

Student Employee at Loyola *but has not worked for 3+ years*

• I-9 Employment Eligibility Verification Online Form Online, http://www.newi9.com
• MW 507 State Withholding Form (required for Maryland and non-Maryland residents)
• W-4 Federal Withholding Form
• Student Employment Agreement
• Loyola Confidentiality Agreement
• Direct Deposit Authorization (optional) – If you previously had direct deposit and the information has changed, complete a new form

Step 3

Before leaving home, make sure you have completed the appropriate required forms and have all the original documents needed to verify your identity and employment eligibility as copies will not be accepted.

Step 4

When you arrive on campus, continue your job search:

1. Contact the office(s) in which you are interested in working
2. Inquire about application procedures
3. Interview for the position

Should you experience difficulty in finding a position, check the most recent job listing at www.loyola.edu/financialaid or visit the Office of Financial Aid to discuss the situation.

Step 5

When hired, your supervisor must complete the Student Employment Agreement. It requires both your and your supervisor's signature.

Notify the other departments for which you interviewed of your placement. This will assist other FWS students and campus departments in the placement process.

Step 6

Before you may begin working, you must hand-deliver all required employment paperwork to Human Resources (HR). For your convenience, an HR representative will be on campus in the Humanities Building, Room TO22 from September 3rd to September 13th, Monday through Friday, 9:00 am to 3:00 pm. After September 13th, you will need to take your completed paperwork to the main HR office which is located at 5000 York Road.

The HR representative will

1. Verify your work status
2. Validate that all forms are completed properly
3. Provide you with a receipt that you will give to your supervisor indicating you are eligible to start working

RESPONSIBILITIES

As a federal work-study student, it is expected you will:

1. Conduct your job search as directed in the previous Student Employment Procedures section.

2. Promptly complete and submit all required forms to HR. You need a receipt from HR to give to your supervisor before you can start working.

3. Arrange a work schedule that does not interfere with your class schedule.

4. Follow the work schedule. Always notify your supervisor if you are unable to work.

5. Be punctual. If delayed in class, offer to make up the work-time.

6. Assist your supervisor in maintaining time records, check hours worked on time-sheets.

7. Monitor your earnings. Keep a schedule of pay periods and the amount paid.

8. Dress appropriately for your position.

9. Perform duties efficiently and effectively.

10. Understand your employment is contingent upon satisfactory performance. If your supervisor determines your performance is not satisfactory, you may be dismissed. Your supervisor must notify the Office of Financial Aid as future student employment will depend upon the cause for dismissal.

11. Provide your supervisor with sufficient advance notice if you wish to terminate your employment.

CONDITIONS OF EMPLOYMENT

Wages and Payroll

Federal work-study students may earn a maximum of $2,800 per academic year. The hourly rate varies depending on the skill level and qualifications required for an individual employment position. The hourly rate associated with the various job opportunities is included on the Job Listing at www.loyola.edu/financialaid.

- Students are paid every other Friday for hours worked

- Check stubs are available online for those electing direct deposit. If not, pay checks are delivered to the students' mailstop in the College Center.

- The student payroll schedule is available on the HR website, www.loyola.edu/hr

Hours of Employment

Federal work-study students may work no more than 15 hours per week. Use the following chart to determine the average hours you will need to work each week to earn your maximum of $2,800 for the academic year.

Based on average of 26 work weeks

Hourly Wage	Average Working Hours Per Week
$7.25	14.8
$8.30	11.7
$9.50	10.75

- Divide the award by the number of weeks by the hourly rate to figure how many hours a week you must work to maximize your award.

Students may work from September 3, 2013 through May 16, 2014.

Termination

In cases of termination for cause, the Office of Financial Aid

- Requires a letter of termination from the supervisor, including a brief explanation of cause

- Allows the student to meet with the Associate Director of Financial Aid to discuss the dismissal

Whether employment is terminated for cause or voluntarily, students should be aware that reassignment of employment is not guaranteed within the semester or the academic year. Students terminated for cause including but not limited to poor work performance, may jeopardize your right to participate in the Federal work-study program in future academic years if such action is deemed warranted by the Office of Financial Aid.