



LOYOLA UNIVERSITY MARYLAND

— 1852 —

FEDERAL WORK-STUDY STUDENT EMPLOYMENT HANDBOOK 2019-2020 ACADEMIC YEAR

Welcome to the Loyola University Maryland Federal Work-Study (FWS) Program. This handbook provides information about the FWS process for student employees. Studies have shown that students who work on-campus tend to be more satisfied with their college experience and manage their time more effectively.

FEDERAL WORK-STUDY PROGRAM OVERVIEW

Work-Study is a federal need-based program providing part-time job opportunities for Loyola students who have documented need for financial assistance, as authorized by the Office of Financial Aid and the Department of Education. The program offers valuable work experience and the flexibility to work around your class schedule. It encourages community service work and work related to the student's course of study. FWS employment offers a variety of benefits:

- Provides professional or practical training in areas related to academic pursuits
- Enhances marketability when applying for internships and jobs after graduation
- Expands your network of contacts through relationship building in on- and off-campus work experiences
- Adds a new perspective to your studies and college experience
- Helps pay for education and other related expenses
- Because FWS is a financial aid need-based program, Work-Study income (although taxable) does not affect your future financial aid eligibility

At Loyola, the FWS program is awarded by the Office of Financial Aid and administered by the Office of Human Resources, in accordance with federal, state and local legislation.

JOB SEARCH AND EMPLOYMENT AUTHORIZATION

There are a variety of FWS jobs available on- and off- campus. It is your responsibility to search for and secure a position. Neither the Financial Aid nor Human Resources staff provide job placement.

To secure FWS employment, you must do the following:

1. Review the Job Listing available on the Human Resources (HR) website.
 - From here you can access a complete list of available jobs, brief job descriptions, hourly wage and contact information. The Job List will be updated regularly as positions fill.
 - Think about one or more jobs of interest. Consider employment related to your intended major or jobs which may help you in the future. Jobs fill quickly so we recommend that you apply to more than one position.
 - Start your job search early. Compose an email or phone the supervisor(s) expressing your interest. If you wait to start your search until your arrival on campus, do not delay once here.
 - ***If you are unable to secure a job during the first two weeks of the semester, please contact Human Resources or the Financial Aid office for assistance.***
2. Before arriving on campus, complete the required employment paperwork. All forms are available on the Human Resources website.

You will submit the completed forms after arriving on campus and securing a job. Make sure you have the original documents needed to verify your identity and employment eligibility as copies will not be accepted.

Use the following **Loyola Student Employment Paperwork Guide** to determine which forms you should complete:

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 (2019)

- 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 within 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, update your account.

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, update your account.
3. When you arrive on campus, continue your job search if you have not yet secured a position.
- Check the most recent Job Listing
 - Contact the department(s) for which you are interested in working
 - Inquire about application procedures
 - Schedule an interview(s)
 - **If you have trouble finding a job or have not received a response(s) from the supervisor(s) after several attempts by email or phone, contact the Office of Financial Aid for assistance.**
4. Once 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.
5. **Before you may begin working**, you must hand-deliver all required employment paperwork to Human Resources (HR) to verify your work status and validate form completion. **You will also be given a receipt to give to your supervisor indicating you are eligible to start working.** HR representatives will be in the HR satellite office (Humanities 022) from September 3rd to September 6th and September 9th to September 13th, between the hours of 9am and 3pm. After September 13th, you will need to provide your paperwork to the HR main office at 5000 York Road.

STUDENT RESPONSIBILITIES

As with any job, a FWS position is an employment opportunity that must be approached in a responsible and professional manner.

As a Loyola FWS student, it is expected you will:

- Secure a FWS job in a timely manner
- Submit all required forms to HR and obtain your receipt before you begin working
- Arrange a flexible work schedule that does not interfere with your class schedule and other college commitments
- Report to your FWS job as scheduled
- Notify your supervisor of anticipated absences or tardiness as early as possible
- Follow all procedures and policies as instructed by the Office of Financial Aid, Office of Human Resources (in this handbook and through all other correspondence)

- Strictly abide by all University and federal privacy regulations and policies
- Monitor hours worked and total earnings
- Limit work schedule to no more than 15 hours per week
- Dress appropriately for the position
- Meet all job expectations by performing duties efficiently and effectively
- Discuss work-related issues with your supervisor
- Demonstrate professional and courteous behavior at all times
- Refrain from conducting personal/academic matters during work
- Understand your employment is contingent upon satisfactory performance
- Provide your supervisor with sufficient advance notice if you wish to terminate your employment

WAGES AND PAYROLL

Students are paid at least a minimum hourly rate consistent with the Maryland state minimum wage. The hourly rate may vary among jobs depending on the skill level and qualifications required for a position. The hourly rate associated with the various job opportunities is included on the **Job Listing** page on the HR website.

- The Maryland state minimum hourly wage is currently \$10.10.
- Effective January 1, 2020, the minimum hourly wage will increase to \$11.00
- Your work-study award allows you to earn a maximum of \$3,800 per academic year
- You will receive a paycheck every other Friday according to the student payroll schedule available on the HR website.
- Pay stubs can be found on Inside Loyola under the “*WebAdvisor for Employees*” link. Once logged in using your Loyola username and password, click “*Self Service Earn Statements*”

HOURS OF EMPLOYMENT

FWS students may work no more than 15 hours per week. The following chart illustrates the average hours you will need to work each week to earn your maximum of \$3,800 for the academic year.

Based on average of 30 work weeks

Hourly Wage	Average Working Hours Per Week
\$10.10	12.54
\$11.00	11.52

Or use this formula:

1. Annual award amount divided by the number of weeks in the fall and spring semesters
 $\$3800 / 30 = 126$
2. Divided by the hourly wage
 $126 / \$10.10 = 12.54$ hours per week
 $126 / \$11.00 = 11.52$ hours per week

Based on this calculation to earn the maximum of \$3,800, you should work approximately 12 hours per week for 30 weeks at \$10.10 per hour and 11 hours per week at \$11.00 per hour.

It is strongly recommended that students manage their hours as carefully as possible so as not to exceed the maximum hours per week or earn more than \$3,800 per academic year.

Please note, payroll processing is two weeks behind in the system so it is important when managing hours, to be sure to add hours worked in the two weeks prior.

For the 2019-20 academic year, students may work from September 3, 2019 through May 16, 2020.

TERMINATION OF STUDENT EMPLOYMENT

If the performance, attendance, or behavior of the job is unsatisfactory, the Office of Financial Aid and the Office of Human Resources require a letter of termination from the supervisor, including a brief explanation of cause. Students also have the option 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.