



LOYOLA UNIVERSITY MARYLAND

— 1852 —

FEDERAL WORK-STUDY STUDENT EMPLOYMENT HANDBOOK 2023 - 2024 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 and 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 [Handshake](#):
 - 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. Submit your application for any position listed on [Handshake](#).
 - ***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. Once you secure an FWS position, the supervisor or department contact will notify HR by submitting a Student Employment Agreement.

HR will determine what paperwork is needed depending on if you are a new hire or rehire to the University. If a new hire, HR will initiate a new hire checklist through the onboarding system and you will receive an auto-email with instructions on completing the forms and scheduling a time to complete the I9. **For the I9, make sure you have the original documents needed to verify your identity and employment eligibility as copies will not be accepted.** Typically, the following **Loyola Student Employment Paperwork Guide** determines which forms will be completed:

New Student Employee – routed electronically through an onboarding checklist

- 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 (2023)

- 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. **Please contact Payroll at payroll@loyola.edu with any questions.**

Student Employee at Loyola but has not worked for 2+ years – routed electronically through an onboarding checklist

- 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. Once securing a job, notify the other departments for which you interviewed of your placement. This will assist other FWS students and campus departments in the placement process.
 4. *Before you may begin working, you must have accepted your FWS award on your Self Service portal and all required forms must be completed and submitted and the I9 must also be completed. **Once HR is notified of an intent to hire you, they will initiate any paperwork or I9 requirements. I9s must be completed in person at the HR office (located at 5000 York Road), or on campus at the beginning of the Fall semester.***

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 confirmation from HR 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. You may have more than one student worker job but you are responsible to ensure you do not work more than 15 hours total each 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.

- Current MD minimum hourly wage is \$13.25. Effective January 1, 2024, the minimum hourly wage will increase to \$15.00
- 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](#).
- Pay stubs can be accessed on Inside Loyola under Resources for Employees using the “Employee Self-Service “ link.

HOURS OF EMPLOYMENT

FWS students may work no more than 20 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
13.25	9.5
15.00	8.4

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**
Current: $126 / \$13.25 = 9.5$ hours per week
January 2024: $126 / \$15.00 = 8.4$ hours per week.

Based on this calculation to earn the maximum of \$3,800 you should work approximately 9.5 hours per week at \$13.25 per hour, and approximately 8.4 hours at \$15.00.

Students are responsible for managing and monitoring their hours so as not to exceed the maximum award earnings of \$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 academic year, the semesters follow the respective academic calendar. Federal Work Study students can only work when classes are in session..

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 Assistant 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.