

2018-2019 Federal Work-Study Authorization and Appointment Form

Johns Hopkins University - Bloomberg School of Public Health

Financial Aid Office

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Baltimore, MD 21201

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Student's Name: _____

THIS FORM SHOULD ONLY BE COMPLETED BY A STUDENT WHO HAS RECEIVED NOTICE OF FEDERAL WORK-STUDY ELIGIBILITY FROM THE FINANCIAL AID OFFICE FOR THE 2018-2019 ACADEMIC YEAR. SUBMISSION OF THIS FORM IS NOT A GUARANTEE OF YOUR PROGRAM FUNDING. UPON COMPLETION BY YOU AND THE EMPLOYER SUBMIT THIS FORM TO THE FINANCIAL AID OFFICE FOR FINAL APPROVAL.

A student can have only one FWS position; however, they can have multiple jobs within JHU, JHMI, or its affiliates. Students can work up to 19 hours a week for all positions combined. Students must complete all required employment/payroll forms with the designated payroll administrator **BEFORE** employment may begin. **Note that for students who are funded up to their cost of attendance (loans and/or scholarships) the FAO may be required to reduce some loans in order for the student to have FWS funding.**

Section 1: Appointment Request

To be completed by supervisor to extend the job offer. The student should bring this form to Financial Aid Office after completion. Submission of this form signifies agreement to the program guidelines outlined on the reverse side of this form.

Please appoint the student listed above to: Position title: _____ Position Posting ID#: _____

Department: _____ Payroll Contact Name: _____ Payroll Contact email: _____

Supervisor's signature:* _____ Supervisor's Name:* _____

E-mail address: _____ Telephone: _____ Fax: _____

***Supervisor signing this must match the FWS Position Posting Form submitted to FAO.**

Section 2: Acceptance of Employment

The Student signs below to accept the position and returns the form to the Financial Aid Office. Copies of this completed form will be provided to the student, supervisor, and departmental Payroll Contact to signify final FWS approval.

I accept the offered position and understand that this employment is funded under the Federal Work-Study Program and is contingent upon my maintaining:

1. Financial eligibility; appropriate registration status, and satisfactory academic progress.
2. And submitting an accurate report of hours worked, signed by myself and my supervisor at least semi-monthly.
3. The appropriate work schedule; (award may be reduced if I do not turn in signed timesheets consistently).
4. A quality of work that meets the expectations of the supervisor.
5. Employment in only one Federal Work-Study position during the academic year and no more than 19 hours per week for all JHU/JHMI positions.

Student's Signature: _____

Date: _____

Section 3: Employment finalized per Financial Aid Office. Completed form forwarded to Departmental Payroll Contact, supervisor and student.

Approximate Employment Dates: Start* _____ End _____ (or May 17, 2019 or sooner contingent upon # 1 above)

*Start date of work to be determined by Payroll Coordinator, **no earlier than the start date listed here.**

Hourly salary: \$ _____ Average hours per week: _____ (19 hrs/week max) Number of weeks _____

Maximum FWS Eligibility/Earnings = \$ _____ or \$6,000 maximum (whichever is less)

Federal Work-Study Program Guidelines

The purpose of the Federal Work-Study Program (FWS) is to stimulate and promote the part-time employment of eligible students who are in need of earnings to meet the cost of postsecondary education and to encourage participation in community service activities. Under this program, student employment is funded through a combination of federal funds and funds provided by an eligible employer. At the School of Public Health, FWS funding pays 75% of the student's salary and the employer pays 25%. **The maximum award amount is dependent on the student's eligibility and the availability of funds, but will not exceed \$6,000 for the year. Awards may be reduced if the student is not earning his/her award.**

Federal Work-Study positions provide work opportunities that potentially complement each recipient's educational program. FWS employment may not displace employees, impair existing service contracts, or be offered in any program designed specifically for profit. Community Service employment is also available through the FWS program. These services are designed to improve the quality of life for community residents and to solve particular problems in specific areas such as health care, childcare, literacy training, social services, housing, recreation, and public safety. Students cannot be supervisors for dissertation projects. They must have their faculty advisor act as the supervisor.

A student who is employed through the FWS program may accept additional employment at JHU, JHMI, or any other Johns Hopkins affiliate; however, the student can only have one FWS position. This policy has been implemented to make on-campus employment available to as many students as possible, to ensure that students do not exceed the statutory limit of 19 hours of work per week (all positions) and to facilitate good management of payroll administration. If you have more than one job, you cannot exceed 19 hours a week in combination of all of the employment. During spring and winter breaks students may be permitted to work up to 37.5 hours per week. Students are not permitted to work during times of official University closings.

FWS Employment Procedures:

Federal Work-Study funding is offered on a first-come, first-served basis to students. To establish a FWS position, a prospective employer must submit a FWS Position Posting Form to the Financial Aid Office (FAO). If the FWS Position Posting is approved, the FAO will inform the supervisor and will send a Position Posting ID# to the supervisor. **An approved position is not a guarantee of FWS funding.** FWS funds are awarded to the student not to a position.

In order to interview for a position a student who is FWS eligible must have a FWS Authorization and Appointment Form. This form is available via your SIS account or from the Financial Aid Office (FAO). It should only be completed by a student who has received notice of Federal Work-Study eligibility from the FAO.

When an employer selects a student to hire, they must complete Section 1 of the student's FWS Authorization and Appointment Form. The supervisor must enter the Position Posting ID# on the form to identify which position the student will fill. The supervisor signing the form must match the supervisor's FWS Position Posting Form. The student completes Section 2 to acknowledge acceptance of the position and then brings the completed form to the FAO.

Provided funds are available, when the appointment process is completed, the FAO will send an email notification to the student and supervisor. The student is instructed to contact the Department Payroll administrator to complete payroll procedures including withholding and the I-9 forms. The Department Payroll administrator will determine the actual start date that the student may begin working.

Employer Responsibilities:

1. Arrange a work schedule with the student.
2. Provide 25% of the student's earning for the stated period.
3. Provide the student with duties as described in the FWS Position Posting Form.
4. Ensure the student fulfills all conditions of employment (i.e. work performance, attendance, etc.).
5. Assist the student in maintaining records of hours worked and **submits timesheets on at least a semi-monthly basis by the deadline established by the employer's department. Timesheets must include the student's and supervisor's signatures.**
6. Monitor cumulative FWS earnings and designated employment dates of the student employee. Awards may be reduced if the established work schedule is not being met.
7. **Not change the student's salary, work schedule, supervisor, or assigned budget number without prior approval from FAO.**
8. Give adequate notice in writing to the student and the FAO if the student is to be terminated from employment.