

2016-2017 Federal Work-Study Employer Payroll Procedures

Step 1

- ✓ Identify vacant student position number(s) for your department
- ✓ If position number(s) needed:
 - Request through Position Management
 - Go to: www.umbc.edu/hr/forms
 - Complete Position Request Form and submit to Zahira Meyers in Human Resources
 - Email: zmeyers@umbc.edu
 - Phone: x. 5-2479
 - If requesting more than one position:
 - On the top of the **Position Request Form** indicate # of positions requesting
 - Approver of the Position Request Form must initial the # of positions as an approval

Step 2

Once student is interviewed and selected for hiring:

- ✓ Department/student completes Federal Work Study Hiring Form
- ✓ Employer submits Federal Work Study Hiring Form for authorization and signature to:

The Office of Financial Aid and Scholarships: Attn: FWS

- ✓ Employer waits for signed Federal Work Study Hiring Form to be returned. Office of Financial Aid and Scholarships will return the authorized form within 5 business days.
 - If a department needs the authorized form sooner due to payroll deadlines you may:
 - Fax form to: ext 5-3322 OR
 - Hand deliver to the Office of Financial Aid and Scholarships
- ✓ **The student is NOT authorized to work and/or earn FWS funds until this form is signed and returned to the department.**
- ✓ Once hired, employer must provide the student with the 2016-17 Federal Work Study Terms And Conditions

Step 3

- ✓ Employer should follow UMBC payroll procedures to initiate the student worker on the employing department's payroll.

Step 4

Reimbursement Process

- Every 30 days employer will submit the following to the Office of Financial Aid and Scholarships for reimbursement of student wages:
- ✓ Completed and signed 2016-17 FWS Request for Reimbursement of Wages - ONE PER STUDENT
 - ✓ History EE Pay with the pay periods and amounts highlighted for which the department is requesting reimbursement.

**Please note: A student can be employed by more than one department (as long as they are not both Federal Work Study). Please be sure to highlight only your department's earnings for the student.

The History of EE Pay can be run through the following navigation:

MyUMBC

>Financial Retriever and Reports

>UMBC History of EEPay Distribution

>Create a Run Control

>Enter Employee ID

***The Office of Financial Aid and Scholarships will process and return the Request for Reimbursement of Wages. The student's remaining FWS eligibility will be noted in the FA Office Use Only section at the bottom of the form. The Office of Financial Aid and Scholarships will also process a Journal Entry (JE) to move the expense of the student's wages from the department's budget to the FWS account. We will provide the employer with a copy of the submitted JE and completed Request for Reimbursement of Wages.

Step 5

- ✓ The payroll preparer should forward a copy of the processed Journal Entry to the department Business Manager or person responsible for reconciling the department budget.

Step 6

Confirmation of Payment

Departments will be able to verify the processed Journal Entry and that the expense of the student's earnings has been moved out of the department's budget. However, the History of EE Pay and/or the Statement of Payroll Charges Reports will NOT reflect any adjustments.

This can be viewed in Retriever through the following navigation:

- myUMBC**
- >Topics: Staff Center**
- >PeopleSoft: Financial Retriever and Reports**
- >Financial Reporting: Activity Reports**
- >Detail Report Actuals**

Business Managers Please Note:

All FWS reimbursements will be posted to account #8010100 for ALL DEPARTMENTS. This means that account #8010100 will have a credit balance at the end of the year. This will represent all reimbursements that have been processed for FWS students and an overall credit to your department budget.

Account #6012000 (All Students), the account that departments are using to pay the FWS student up front, will have a deficit at the end of the year. This will represent the FWS wages your department paid (prior to reimbursement).

The credit in Account # 8010100 will not necessarily = the deficit in Account # 6012000 if the department pays other students who are NOT FWS students from Account # 6012000.

NOTE!

Total \$ of processed journal entries = credit balance in Account #8010100.

