

**2019-2020 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: <https://hr.umbc.edu/forms/>
    - Complete Position Request Form and submit to Zahira Meyers in Human Resources
      - Email: [zmeyers@umbc.edu](mailto: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 completes the first portion of the Electronic Federal Work-Study Hiring Form and routes forward to the FWS student worker.
- ✓ FWS student worker completes the second portion of the electronic Federal Work-Study Hiring Form and routes forward to the Office of Financial Aid and Scholarships for authorization and signature.
- ✓ Employer waits for a copy of the signed Federal Work-Study Hiring Form to be returned via email. The 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 contact Hope Weisman or Shelly Kessler, contact information can be found on the last page of this document.
- ✓ **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 2019-20 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

**\*\*IMPORTANT NOTE\*\***

As part of an effort to modernize and automate the reimbursement process, the Office of Financial Aid and Scholarships will complete the reimbursement process without the submission of requests for reimbursement or additional paperwork by pulling electronic time sheets and EE History data for each FWS student. If OFAS is not able to automatically pull the time sheet, the department will be notified and a copy of the time sheet will be requested. The most common reasons that the reports are unable to pull data are:

1. A paper time sheet was submitted
2. The time sheet was submitted late
3. An adjustment was made after the time sheet was submitted that is not reflected on the time sheet

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 documentation of the Reimbursement of Wages. 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. OFAS will provide the employer with documentation of the submitted reimbursement. Departments are expected to keep track of the amount that their FWS student have earned and to stay within the student's award if the Department is not able to pay the difference.

## Step 5

- ✓ The payroll preparer should forward a copy of the documentation of reimbursed wages 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.

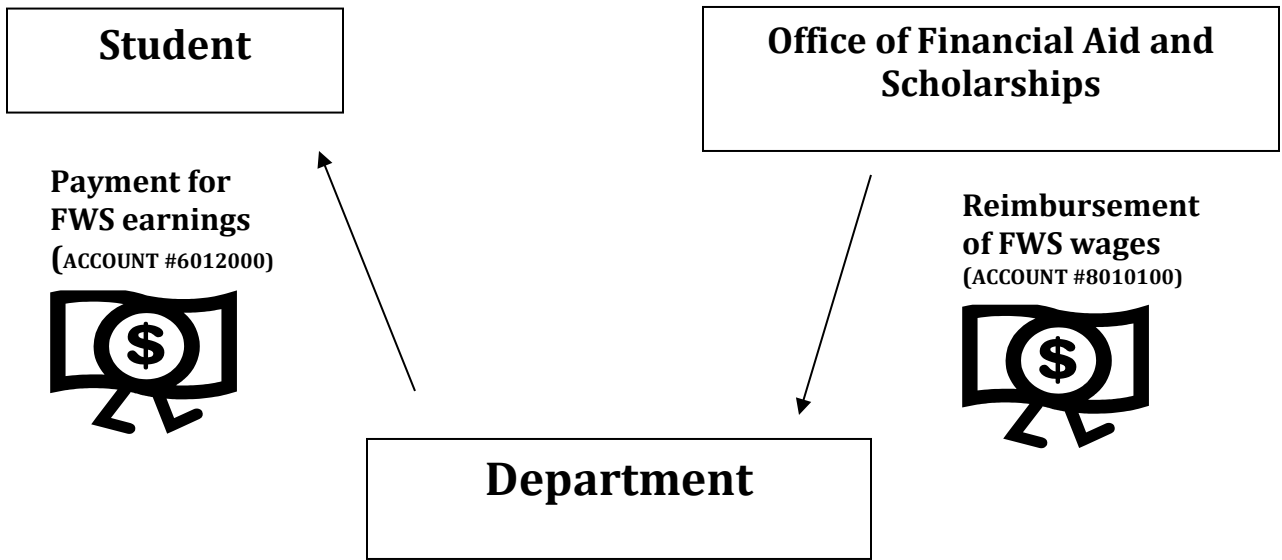
Account #6012000 (All Students), the account that departments are using to pay the FWS student up front, will have a deficit at the end of the year. This will represent the FWS wages your department paid (prior to reimbursement).

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.

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### **NOTE!**

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



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  - Primary Responsibilities: FWS Reimbursement / JE Completion