

Federal Work Study – Hire Forms

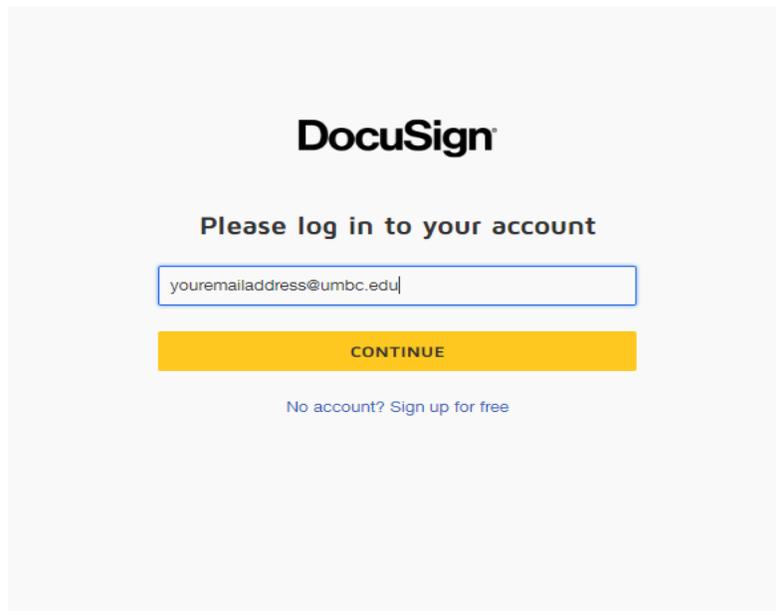
Departments will need to complete a FWS Hire Form for their new/returning employees each academic year. Starting with the 2019/2020 academic year, all hire forms will be electronic through DocuSign.

DocuSign is a widely used electronic signature service that also securely stores documents. With electronic signature capabilities, you no longer will be required to hand-sign documents that are compatible with DocuSign. DocuSign provides full document encryption to ensure the privacy of your data. Only you and government professionals authorized by the Department of Education have access to your documents.

<https://www.docusign.com/trust>

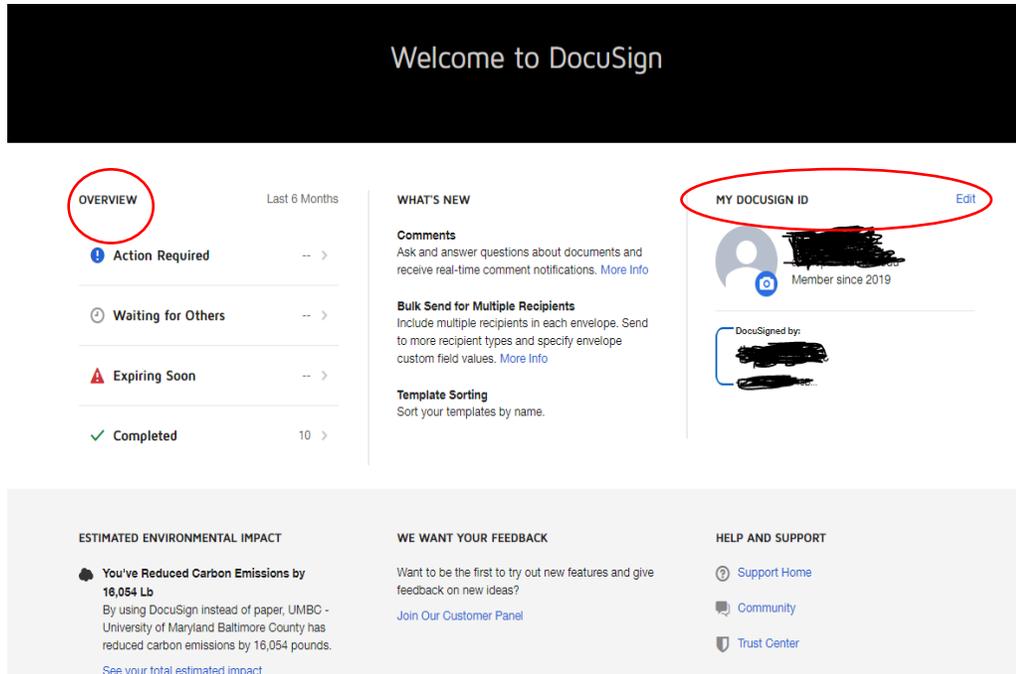
Using DocuSign to set up your account and signature

- 1) Go to <https://app.docusign.com/home>. You **DO NOT** need to create an account. You will want to type in your myUMBC e-mail address to log into your account. Click continue. It will take you to log into your myUMBC account.



The image shows a screenshot of the DocuSign login interface. At the top, the DocuSign logo is displayed in a large, bold, black font. Below the logo, the text "Please log in to your account" is centered. Underneath this text is a text input field with a blue border, containing the placeholder text "youremailaddress@umbc.edu". Below the input field is a prominent yellow button with the word "CONTINUE" in black, uppercase letters. At the bottom of the screen, there is a link that reads "No account? Sign up for free" in a smaller, blue font.

- 2) You will see your home screen once you log in. On the left, you will see the overview of the actions you need to take on various forms. On the right, you will see your DocuSign ID and signature. You will want to set up your signature and initials by clicking “edit” next to “My DocuSign ID.” Follow the instructions on the screen to create your signature.



Initiating a FWS Hire Form:

Once you have hired your FWS student(s), you will need to initiate a FWS Hire Form for **each** student you plan to work in your department. ***If you have returning students from the 18/19 academic year, you must submit a new hire form for the 19/20 year.*** The supervisor, student, and FWS Coordinator all must complete their respective sections on the form in order for it to be complete.

1. Go to <https://ofas.umbc.edu/eforms/?id=20FWSHire> (make sure you are logged in myUMBC). You will see a supervisor box that will auto-populate your name and UMBC email address. Write in the student's campus ID. Make sure the campus ID is correct. If the student ID is correct, the student's name and campus ID will auto-populate. Click next to continue.

Financial Aid & Scholarships-Federal Work Study Hire

Waiting to be signed by me 

Supervisor	*Name Hope Weisman	*Email arbhope1@umbc.edu
	*Student ID RH26179	Student Name Hope Weisman
		Campus ID RH26179

 Pressing the Next button will directly transfer you into the Electronic Signature process
* = Required field.

2. A new page will open up in a different tab with the FWS Hire Form. You will see that the student name and campus ID has autopopulated at the top.



Office of Financial Aid and Scholarships
1000 Hilltop Circle
Baltimore, MD 21250
Contact Us: <https://financialaid.umbc.edu/contact/>

2019 - 2020 FEDERAL WORK-STUDY HIRE FORM

STUDENT NAME: Hope Weisman **UMBC ID#:** RH26179

EMPLOYER CERTIFICATION

- I CERTIFY THAT THE STUDENT HAS A VALID FEDERAL WORK-STUDY AWARD.
- I CERTIFY THAT I HAVE READ AND UNDERSTAND THE POLICIES AND PROCEDURES AS OUTLINED IN THE EMPLOYER FEDERAL WORK-STUDY HANDBOOK.
- I UNDERSTAND THAT THE STUDENT CANNOT WORK DURING SCHEDULED CLASS TIME.

AUTHORIZED EMPLOYER **EMAIL** **EXTENSION**
 Hope Weisman arthope1@umbc.edu

POSITION HIRED FOR **HOURLY RATE** **ANTICIPATED HOURS PER WEEK**

AUTHORIZED EMPLOYER SIGNATURE  **DEPARTMENT**

DEPT. BUDGET RECONCILER NAME **BUDGET RECONCILER'S EMAIL**

FUND **PROGRAM/FIN** **DEPARTMENT ID** **PROJECT (if applicable)** **Activity ID (if applicable)**

NOTE: FWS students cannot be paid from fund 1253, a grant account. Project/Activity ID must be provided if fund ends in 3.

STUDENT CERTIFICATION

- I HAVE BEEN AWARDED FEDERAL WORK-STUDY (FWS) AND HAVE DOCUMENTED THIS AWARD TO MY PROSPECTIVE EMPLOYER TO VERIFY ELIGIBILITY.
- I CERTIFY THAT I HAVE READ AND UNDERSTAND THE CONDITIONS OF MY EMPLOYMENT LISTED IN THE STUDENT FEDERAL WORK-STUDY TERMS AND CONDITIONS.
- I UNDERSTAND THAT I CANNOT WORK DURING SCHEDULED CLASS TIME.

STUDENT SIGNATURE **DATE**

THIS STUDENT IS NOT CERTIFIED TO EARN FWS FUNDS UNTIL THIS BOX IS COMPLETED BY THE OFFICE OF FINANCIAL AID AND RETURNED TO THE EMPLOYER.

FINANCIAL AID OFFICE USE ONLY:

AUTHORIZED AWARD AMOUNT:

FALL	SPRING	TOTAL
VALID JOB DESCRIPTION ON FILE: YES	NO	
AUTHORIZED SIGNATURE:		

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 RH26179 OFAS DOCUMENTS WEISMAN

OFAS_FWSHiringForm.pdf 1 of 1

- The supervisor will fill out the middle section. Your name will be in the Authorized Employer and email section. You will want to complete the rest of the form in red. You will be prompted to sign the section in yellow with the signature you previously set up.

UMBC
Office of Financial Aid and Scholarships
1000 Hilltop Circle
Baltimore, MD 21250
Contact Us: <https://financialaid.umbc.edu/contact/>
2019 - 2020 **FEDERAL WORK-STUDY HIRE FORM**

STUDENT NAME: Hope Weisman UMB ID#: RH26179

EMPLOYER CERTIFICATION

- I CERTIFY THAT THE STUDENT HAS A VALID FEDERAL WORK-STUDY AWARD.
- I CERTIFY THAT I HAVE READ AND UNDERSTAND THE POLICIES AND PROCEDURES AS OUTLINED IN THE EMPLOYER FEDERAL WORK-STUDY HANDBOOK.
- I UNDERSTAND THAT THE STUDENT CANNOT WORK DURING SCHEDULED CLASS TIME.

AUTHORIZED EMPLOYER
Hope Weisman
EMAIL: arh@pe1@umbc.edu EXTENSION:

POSITION HIRED FOR: HOURLY RATE: ANTICIPATED HOURS PER WEEK:

AUTHORIZED EMPLOYER SIGNATURE: DEPARTMENT:

DEPT. BUDGET RECONCILER NAME: BUDGET RECONCILER'S EMAIL:

FUND: PROGRAM/EN: DEPARTMENT ID: PROJECT (if applicable): Activity ID (if applicable):

NOTE: FWS students cannot be paid from fund 1253, a grant account. Project/Activity ID must be provided if fund ends in 3.

STUDENT CERTIFICATION

- I HAVE BEEN AWARDED FEDERAL WORK-STUDY (FWS) AND HAVE DOCUMENTED THIS AWARD TO MY PROSPECTIVE EMPLOYER TO VERIFY ELIGIBILITY.
- I CERTIFY THAT I HAVE READ AND UNDERSTAND THE CONDITIONS OF MY EMPLOYMENT LISTED IN THE STUDENT FEDERAL WORK-STUDY TERMS AND CONDITIONS.
- I UNDERSTAND THAT I CANNOT WORK DURING SCHEDULED CLASS TIME.

STUDENT SIGNATURE: _____ DATE: _____

THIS STUDENT IS NOT CERTIFIED TO EARN FWS FUNDS UNTIL THIS BOX IS COMPLETED BY THE OFFICE OF FINANCIAL AID AND RETURNED TO THE EMPLOYER.

FINANCIAL AID OFFICE USE ONLY:

AUTHORIZED AWARD AMOUNT:	FALL	SPRING	TOTAL
VALID JOB DESCRIPTION ON FILE:	YES	NO	
AUTHORIZED SIGNATURE:			

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RH26179 OFAS DOCUMENTS Weisman OFAS FWS Hire Form

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- Once completed, click finish at the top right. This will send the document to the student to review and sign.

Done! Select Finish to send the completed document.

FINISH

NEXT

UMBC
Office of Financial Aid and Scholarships
1000 Hilltop Circle
Baltimore, MD 21250
Contact Us: <https://financialaid.umbc.edu/contact/>
2019 - 2020 **FEDERAL WORK-STUDY HIRE FORM**

STUDENT NAME: Hope Weisman UMB ID#: RH26179

EMPLOYER CERTIFICATION

- I CERTIFY THAT THE STUDENT HAS A VALID FEDERAL WORK-STUDY AWARD.
- I CERTIFY THAT I HAVE READ AND UNDERSTAND THE POLICIES AND PROCEDURES AS OUTLINED IN THE EMPLOYER FEDERAL WORK-STUDY HANDBOOK.
- I UNDERSTAND THAT THE STUDENT CANNOT WORK DURING SCHEDULED CLASS TIME.

- The student will receive an email from DocuSign stating that the department has initiated a FWS Hire Form to be completed. The student will click "Review Document" and they will sign the form.



UMBC
AN HONORS UNIVERSITY IN MARYLAND



DocuSign for UMBC Financial Aid and Scholarships sent you a document to review and sign.

REVIEW DOCUMENT

DocuSign for UMBC Financial Aid and Scholarships
dsotas@umbc.edu

Your Department has initiated a Federal Work Study Hire Form. Your signature is needed to complete this form. Please select "Review Documents" above to sign and submit the Federal Work Study Hire Form. Once submitted, your form will be forwarded to the Office

<u>FUND</u>	<u>PROGRAM FIN</u>	<u>DEPARTMENT ID</u>	<u>PROJECT (if applicable)</u>	<u>Activity ID (if applicable)</u>
111	111	111		

NOTE: FWS students cannot be paid from fund 1253, a grant account. Project/Activity ID must be provided if fund ends in 3.

STUDENT CERTIFICATION

- I HAVE BEEN AWARDED FEDERAL WORK-STUDY (FWS) AND HAVE DOCUMENTED THIS AWARD TO MY PROSPECTIVE EMPLOYER TO VERIFY ELIGIBILITY.
- I CERTIFY THAT I HAVE READ AND UNDERSTAND THE CONDITIONS OF MY EMPLOYMENT LISTED IN THE STUDENT FEDERAL WORK-STUDY TERMS AND CONDITIONS.
- I UNDERSTAND THAT I CANNOT WORK DURING SCHEDULED CLASS TIME

STUDENT SIGNATURE



DATE 7/10/2019 | 2:34:33 PM EDT

THIS STUDENT IS NOT CERTIFIED TO EARN FWS FUNDS UNTIL THIS BOX IS COMPLETED BY THE OFFICE OF FINANCIAL AID AND RETURNED TO THE EMPLOYER.

- The FWS Coordinator will receive an email that the department and student have both completed and signed the e-form. The FWS Coordinator will complete the bottom portion, which includes the total award amount broken down by semester and if there is a valid job description on file. The FWS Coordinator will then sign the form.

THIS STUDENT IS NOT CERTIFIED TO EARN FWS FUNDS UNTIL THIS BOX IS COMPLETED BY THE OFFICE OF FINANCIAL AID AND RETURNED TO THE EMPLOYER.

FINANCIAL AID OFFICE USE ONLY:

AUTHORIZED AWARD AMOUNT:

FALL SPRING TOTAL

VALID JOB DESCRIPTION ON FILE: YES NO

AUTHORIZED SIGNATURE: *Hope Weisman* 7/10/2019 | 2:38:29 PM EDT

3000491592 2020 Hope
RH26179 OFAS Documents weisman OFAS FWS Hire Form

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FINISH

- You and the FWS Coordinator will receive an email stating that all parties have completed the form. You have now completed a FWS Hire Form for your student(s).



Your document has been completed

[VIEW COMPLETED DOCUMENT](#)

DocuSign for UMBC Financial Aid and Scholarships
dsofas@umbc.edu

All parties have completed Please DocuSign: Federal Work Study Hiring Form.

Your Department has initiated a Federal Work Study Hire Form. Your signature is needed to complete this form. Please select "Review Documents" above to sign and submit the Federal Work Study Hire Form. Once submitted, your form will be forwarded to the Office of Financial Aid and Scholarships for final approval. If approved, you will receive a final notice that this process is complete.

Thank you,
 DocuSign for UMBC Financial Aid and Scholarships