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.
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 2019-2020 academic year, you must submit a new hire form for the 2020-2021 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=21FWSHire (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.
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 auto-populated at the top.
3. 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. Please fill out whether the student will be working remotely/in person and their anticipated start date. You will be prompted to sign the section indicating you have completed the supervisor section of the form.
4. Once completed, click finish at the top right. This will send the document to the student to review and sign.
5. 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.
6. 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.

7. 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).