



## 2019-2020 Federal Work-Study Employment Authorization Form

See Program Guidelines on reverse side

Email Address: [JHSPH.finaid@jhu.edu](mailto:JHSPH.finaid@jhu.edu) Phone: 410-955-3004

***Students must complete all required employment/payroll forms with the designated payroll administrator BEFORE employment may begin.***

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### Employer Section:

In accordance with federal regulation, I agree to supervise and monitor the student's performance. By signing the student's timesheet, I am certifying that the work performed was in a satisfactory manner. My signature below authorizes payment of the employer's share (25% of the student's earnings).

Department Name: \_\_\_\_\_ Department Budget #: \_\_\_\_\_

Position Title: \_\_\_\_\_ Job ID#: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Supervisor's Signature: \_\_\_\_\_

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### Student Section:

***The student signs below to accept the position and returns the form of Financial Aid Office. Copies of this form will be provided to the payroll contact to signify final Federal Work- Study approval.***

I agree to accept employment in the position. I understand my employment is contingent upon my maintaining:

1. Financial eligibility; appropriate enrollment status, and satisfactory academic progress.
2. The appropriate work schedule (Cannot work during class times; cannot work more than 19 hours a week)
3. A quality of work that meets the expectations of my supervisor.
4. An accurate report of hours worked, signed by my supervisor and myself. (Submitted semi-monthly)

Student's Name (print): \_\_\_\_\_ Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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Financial Aid Office Use Only: \_\_\_\_\_ NOT ELIGIBLE FOR FEDERAL WORK-STUDY

Approximate Employment Dates: \*Start: \_\_\_\_\_ End: \_\_\_\_\_

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

Pay Rate: \$ \_\_\_\_\_ Average hours per week: \_\_\_\_\_ Number of weeks: \_\_\_\_\_

Regular FWS \_\_\_\_\_ Community FWS \_\_\_\_\_ Maximum Eligibility: \$ \_\_\_\_\_

FAO Signature: \_\_\_\_\_ FAO Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

## **Bloomberg School of Public Health 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 the student has more than one job, he/she 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 class times or 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 Job Description Form to the Financial Aid Office (FAO). If the FWS position is approved, the FAO will inform the supervisor and will send a Job 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 an FWS Employment Authorization Form. This form is available via the student's 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 the Employer Section of the student's FWS Employment Authorization Form. The supervisor must enter the Job ID# on the form to identify which position the student will fill. The supervisor signing the form must match the supervisor listed in the approved FWS Job Description Form. The student completes Student Section 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 Job Description Form.
4. Ensure the student fulfills all conditions of employment (i.e. evaluates 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.