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FEDERAL WORK-STUDY STUDENT EMPLOYMENT HANDBOOK 2024-2025 ACADEMIC YEAR

Welcome to the Loyola University Maryland Federal Work-Study (FWS) Program. This handbook provides information about the FWS process for student employees. Studies have shown that students who work on campus tend to be more satisfied with their college experience and manage their time more effectively.

FEDERAL WORK-STUDY PROGRAM OVERVIEW

Work-Study is a federal need-based program providing part-time job opportunities for Loyola students who have documented need for financial assistance, as authorized by the Office of Financial Aid and the Department of Education. The program offers valuable work experience and the flexibility to work around your class schedule. It encourages community service work and work related to the student's course of study. FWS employment offers a variety of benefits:

- o Provides professional or practical training in areas related to academic pursuits
- o Enhances marketability when applying for internships and jobs after graduation
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To secure FWS employment, you must do the following:

1. Review the Job Listing available on [Handshake](#):

- o From here you can access a complete list of available jobs, brief job descriptions, hourly wage and contact information. The Job List will be updated regularly as positions fill.
- o Think about one or more jobs of interest. Consider employment related to your intended major or jobs which may help you in the future. Jobs fill quickly so we recommend that you apply to more than one position.
- o Start your job search early. Submit your application for any position listed on [Handshake](#).
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- o Discuss work-related issues with your supervisor
- o Demonstrate professional and courteous behavior at all times
- o Refrain from conducting personal/academic matters during work
- o Understand your employment is contingent upon satisfactory performance
- o Provide your supervisor with sufficient advance notice if you wish to terminate your employment

WAGES AND PAYROLL

Students are paid at least a minimum hourly rate consistent with the Maryland state minimum wage. The hourly rate may vary among jobs depending on the skill level and qualifications required for a position.

- o Current MD minimum hourly wage is \$ \$15.00
- o Your work-study award allows you to earn a maximum of \$3,800 per academic year.
- o You will receive a paycheck every other Friday according to the student [payroll schedule](#).
- o Pay stubs can be accessed on Inside Loyola under Resources for Employees using the “*Employee Self-Service*” link.

HOURS OF EMPLOYMENT

FWS students may work no more than 15 hours per week. The following chart illustrates the average hours you will need to work each week to earn your maximum of \$3,800 for the academic year.

Hourly Wage	Average Working Hours Per Week
15.00	8.4

Or use this formula:

1. **Annual award amount divided by the number of weeks in the fall and spring semesters**
 $\$3800 / 30 = 126$
2. **Divided by the hourly wage**
Current: $126 / \$15.00 = 8.4$ hours per week

Based on this calculation to earn the maximum of \$3,800 you should work approximately 8.4 hours at \$15.00.

Students are responsible for managing and monitoring their hours so as not to exceed the maximum award earnings of \$3,800 per academic year.

Please note, payroll processing is two weeks behind in the system, so it is important when managing hours, to be sure to add hours worked in the two weeks prior.

For the academic year, the semesters follow the respective academic calendar. Federal Work Study students can only work when classes are in session.

TERMINATION OF STUDENT EMPLOYMENT

If the performance, attendance, or behavior of the job is unsatisfactory, the Office of Financial Aid and the Office of Human Resources require a letter of termination from the supervisor, including a brief explanation of cause. Students also have the option to meet with the Assistant Director of Financial Aid to discuss the dismissal.

Whether employment is terminated for cause or voluntarily, students should be aware that reassignment of employment is not guaranteed within the semester or the academic year. Students terminated for cause including but not limited to poor work performance, may jeopardize your right to participate in the Federal Work-Study program in future academic years if such action is deemed warranted by the Office of Financial Aid.