Office of Student Employment
LEARNING WHILE EARNING

Hiring, Continuing, and Terminating Students
IUI Work-Study eDoc Instructions for Summer 2024
Eligibility Dates: 5/5/2024-8/3/2024

⚠️ **STUDENTS WORKING DURING THE SUMMER 2024 TERM WILL NEED TO SUBMIT A NEW FWS AUTHORIZATION FORM TO EARN FWS FUNDS AFTER MAY 4TH, 2024!** ⚠️

Student FWS Reminders

- Students can use and earn Summer 2024 funds from **May 5, 2024 – August 3, 2024**
- Students can begin to submit FWS Authorization forms on **May 1st** for the Summer 2024 term
- Students can begin to submit FWS Authorization Forms on **August 1st** for AY 2024-2025 term

Employer FWS Reminders

- Ask student employees *(new or continuing)* to submit a screen shot of their federal work study award in their financial view before processing hiring documents for the academic year to verify their work-study status.
  - This screen shot will show you if there is an award preset for the academic term.
- Make sure that the position has been entered into the Handshake job board.
- Please communicate to the student regarding who their direct supervisor will be and how they can best contact their supervisor (i.e., supervisor email address or phone number).

Payroll/Fiscal Officer/eDoc Initiator FWS Reminders

- **If a student is not enrolled in Summer 2024 courses with IUI**, please terminate the student from work-study job record, using May 5, 2024, as the effective date of termination. Please make sure the student transitions to using a student temporary job record.

Students must be HIRED or "MAINTAINED" for each eligibility period to be paid with work-study funds. *If a student is a NEW hire, a background check and I-9 forms must be completed before submitting the eDoc to connect the FWS funds.*

- **Hire eDocs** are needed for students who have NOT worked in your department before **-or-** DO NOT have an ACTIVE work-study job record in your department.

- **Maintain Job Data eDocs** are needed for student who have an active work-study job record in your department and have a new work-study award for the current term.

Questions & Office Contact Information

- For questions about work-study award amount, students should contact the Office of Student Financial Services at finaid@iupui.edu.
- For questions about processing eDocs, FWS Job Postings or Authorizations forms for the IUI Work-Study Program, student or employers should email fwsjobs@iupui.edu.

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Each IUI Work-Study (FWS) Authorization Form approval should follow this timeline:

1. **Students can download the FWS authorization form from employment.iupui.edu.**
2. **Student** takes the completed and signed authorization form to their supervisor.
3. **Supervisor** signs the form and submit the form to the payroll processor.
4. **EDoc initiator** will receive the signed form and attach it to the eDoc for processing.

NEW HIRE
for students who have NOT worked in your department before -or- DO NOT have an ACTIVE work-study job record in your department

- **Initiate Hire Employee eDoc**
- Set start date **within Summer 2024** dates: 5/5/2024 - 8/3/2024. Use unique 8-digit position # for student employees using FWS funds.
- **Salary Grade:** Select "WorkStudy Undergraduate (WSU)"
- **Employee Class:** Select "Work Study Undergraduate"
- **Work-Study Limit:** Amount of FWS award to be dedicated to the position
- **Work-Study Start Date** should be the same as Effective Date!
- **Work-Study End Date:** 8/3/2024
- ****List Job Title & Supervisor Name in Notes of eDoc!****

CONTINUING
For students who have an active work-study record in your department and have a new work-study award for the current eligibility period

- **Initiate Maintain Job Data eDoc**
- **Action Reason:** Update to **"Change in Employee Class"**
- Set start date **within Summer 2024**: 5/5/2024 - 8/3/2024, the date has to be in the pay period
- **Employee Class:** Update to "Summer Work Study Undergraduate"
- **Work-Study Start Date** should be the same as Effective Date!
- ****List Job Title, Handshake Job Ref #, and Supervisor Name in Notes of eDoc!****

TERMINATION
For students not returning to work in your department; or for students who have no more work-study funds available for the current eligibility period

- **Initiate Terminate Employee eDoc**
- **Effective Date:** must be the day AFTER the last date the student worked.
- **Select Most appropriate Action Reason:**
  Work Study Limit Reached, Resignation, End of Casual employment, etc.
- If the student was involuntarily terminated, please consult OSE before processing eDoc
- Should be submitted within the MONTH of the student's termination date.
- Include note on eDoc that states the students' last date working