Hiring, Continuing, and Terminating Students
IU Indianapolis Work-Study e-doc Instructions for AY 2024-2025
FWS Eligibility Dates: 8/4/2024 – 5/10/2025

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

Student FWS Reminders

- Students can use AY 2024-2025 funds from **August 4, 2024 – May 10, 2025**
- Students can earn towards the AY 2024-2025 FWS award until **May 10th, 2025**
- Students can begin to submit FWS Authorization forms on **July 29th** for the AY 2024-2025 term
- Students can begin to submit FWS Authorization Forms on **May 1st** for Summer 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/e-doc Initiator FWS Reminders

- If a student is not enrolled in AY 2024-2025 courses with IU Indianapolis, please terminate the student from work-study job record, using August 4, 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 e-doc 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@iu.edu.
- For questions about processing e-docs, FWS Job Postings or Authorizations forms for the IUI Work-Study Program, student or employers should email fwsjobs@iu.edu.
Each IU Indianapolis Work-Study (FWS) Authorization form approval should follow this timeline:

1. **Students** can download the FWS authorization form from employment.indianapolis.iu.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 e-doc for processing.

**NEW HIRE**

- **Initiate Hire Employee eDoc**
- **Set** start date **within AY 2024-2025** dates: 8/4/2024 - 5/10/2025
- **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**: 5/10/2025
- **List Job Title & Supervisor Name in Notes of e-doc!**

**CONTINUING**

- **Initiate Maintain Job Data eDoc**
- **Action Reason**: Update to "Change in Employee Class"
- **Set** start date **within AY 2024-2025**: 8/4/2024 - 5/10/2025, the date has to be in the pay period
- **Employee Class**: Update to "Work Study Undergraduate"
- **Work-Study Start Date** should be the same as Effective Date!
- **List Job Title and Handshake Job Ref #, work-study award amount, and Supervisor Name in Notes of e-doc!**

**TERMINATION**

- **Initiate Terminate Employee e-doc**
- **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 e-doc**
- **Should be submitted within the MONTH of the student’s termination date.**
- **Include note on e-doc that states the students’ last date working**