



**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 10<sup>th</sup>, 2025**
- Students can begin to submit FWS Authorization forms on **July 29<sup>th</sup>** for the AY 2024-2025 term
- Students can begin to submit FWS Authorization Forms on **May 1<sup>st</sup>** 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](mailto: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](mailto: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](http://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

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 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

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 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

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 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