



**STUDENTS WORKING DURING THE SUMMER 2025 TERM WILL NEED TO SUBMIT  
A **NEW** FWS AUTHORIZATION FORM TO EARN FWS FUNDS AFTER MAY 10TH, 2025!**



## Student FWS Reminders

- Students can use and earn Summer 2025 funds from **May 11, 2025 – August 2, 2025**
- Students can begin to submit FWS Authorization forms on **May 1<sup>st</sup>** for the Summer 2025 term
- Students can begin to submit FWS Authorization Forms on **August 1<sup>st</sup>** for AY 2025-2026 term

## Employer FWS Reminders

- Ask student employees (*new or continuing*) to submit a screenshot 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 screenshot 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 with 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 2025 courses with IUI**, please terminate the student from the work-study job record, using May 11, 2025, 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 students 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 eDocs, FWS Job Postings, or Authorization forms for the IUI Work-Study Program, students or employers should email [fwsjobs@iu.edu](mailto:fwsjobs@iu.edu).

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

1. **Students** can download the FWS authorization form from [employment.iupui.edu](https://employment.iupui.edu).
2. **Student** takes the completed and signed authorization form to their supervisor.
3. **Supervisor** signs the form and submits 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 2025** dates: 5/11/2025 - 8/2/2025. Use unique 8-digit position # for student employees using FWS funds.
- Salary Grade:** Select "Summer WorkStudy Undergraduate"
- Employee Class:** Select "Summer Work Study Undergraduate" Object code will be 3801
- 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:** 8/2/2025
- \*\*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 2025:** 5/11/2025 - 8/2/2025, 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