Connecting IUPUI Work-Study Funds for IUPUI Students

Connect your student’s IUPUI Work-Study (FWS) Funds via JagJobs!

All students will be sent email notifications advising that an IUPUI FWS award has been placed on their financial aid package. Upon being offered a position that can use IUPUI work-study funds, please submit an online authorization form to connect your IUPUI funds using the steps below.

Once you submit your portion of the form, it will be forwarded to the supervisor that you listed on the form. Email notifications will be sent to the supervisor upon the completion of your portion of the form. Both a supervisor and payroll officer will need to complete the form before we can review your information and connect your IUPUI Work-Study funds.

Step 1:
Login to your JagJobs page using the “Current Students” link found on the Office of Student Employment homepage.

Step 2:
Click on your “Profile” tab and select “IUPUI Work-Study”

Step 3:
Click “Add New Experience” to open your form.
Connecting IUPUI Work-Study Funds for IUPUI Students

**Step 4:** Submit your personal, work-study information and job information in the form that appears.

*Make sure to confirm your employer name and supervisor contact information so that you can submit your form in full.

Enter the amount you want to dedicate to your part-time job in the Work-Study Award Allocation field.

If you want to split your FWS award with another position, please submit a new online FWS Authorization Form and list the amount that you want to dedicate to the 2nd position that you want to use funds.

Click “Submit” after reviewing and agreeing to the IUPUI Work-Study Program Guidelines.

---

**IUPUI Federal Work-Study Authorization Form**

If you have been offered a position that can use work-study funds, please submit an online authorization form below.

**Student Name**:  

**IUPUI Student ID Number**: 10-digit number that starts with "000"

**Academic Term**: SELECT FWS SUMMER 2015 Students can earned their Summer 2015 award between May 10, 2015 to August 15, 2015.

**Work-Study Award Allocation**: List the work-study award amount that should be dedicated to this part-time position.

**Position Information**

**Employer**:

if your position title is not listed in the drop down menu, a job description is not yet on file. Please confirm with your employer that they have added the job posting via IUPUITalent.

**New Job Title**:

Please type in your Job Title if it is not listed in the Job Title listing down listing above. Your title should not include the words "Work-Study" if you are unsure of your position title, please contact your employer to inform you.

**Direct Supervisor’s Name**:

The "Add Contact" function has been disabled in the student view to avoid system conflicts. If your supervisor is not listed, please advise them to create an account at www.IUPUITalent.net, so that they can be listed within their employer’s supervisor drop-down listing.

**Direct Supervisor’s Email Address**:  

**Hourly Pay Rate**:  

**Average Hours Per Week**: 
Step: 5: Review the IUPUI Work-Study Program Guidelines and electronically submit your signature.

IUPUI Work-Study Program Guidelines

Students participating in the IUPUI work-study program must adhere to the guidelines listed on this form. Review the Guidelines & Select “I Agree” to move forward with your form submission.

I will work together with my supervisor to determine scheduling needs and work-study award usage.✓:

I agree

I will notify my employer if I am planning to use my work-study funds in more than one position.✓:

I agree

I understand that if changes are made to my enrollment or financial aid package, I will alert my supervisor.✓:

I agree

I understand that the IUPUI Work-Study program encourages students to work no more than 20 hours per week.✓:

I agree

I will not work or schedule myself to work during scheduled course or examination times.✓:

I agree

I understand that, as an IUPUI work-study student, I am not permitted to work from home or supervise other student employees.✓:

I agree

I will monitor my work-study earnings/award balance on OneStart and alert my supervisor when I have less than $500 remaining.✓:

I agree

Student Agreement

Signature✓:

**Please note that once your form has been submitted by your supervisor, it will read as “approved”. This is reflecting your SUPERVISOR approval.**

Once your department submits all required hiring documents, your IUPUI Work-Study funds will be connected.

After the employer submits your official hiring documents, it can take up to 5 business days to process.

You and your supervisor will receive an email from the Office of Student Employment once your funds have been formally connected.

If you have questions about where you are in the IUPUI Work-Study Authorization process, please email fwsjobs@iupui.edu.