**Hiring, Continuing, and Terminating Students**

IUPUI Work-Study eDoc Instructions for AY 2016-17

**FWS Eligibility Dates:** August 14, 2016 - May 6, 2017

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**STUDENTS WORKING DURING THE SUMMER TERM WILL NEED TO SUBMIT A NEW FWS AUTHORIZATION FORM TO EARN FWS FUNDS AFTER AUGUST 13, 2016!**

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**Student FWS Reminders**

- Students can earn towards the current Summer 2016 FWS award until **August 13, 2016**
- Students can use AY 2016-17 FWS funds from **August 14, 2016 to May 6, 2017**
- Students can begin to submit FWS Authorization forms on **August 1st** for the AY 2016-17 term
- Forms submitted **before** August 1st for the AY 2016-17 term will not be processed.

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**Employer FWS Reminders**

- Ask student employees *(new or continuing)* to submit their Financial Aid Notification (FAN) letter before processing hiring documents for the academic year to verify their work-study status
  - The FAN letter shows you if there is an award preset for the academic term. Students can use the following link to guide them to their FAN letter [http://youtu.be/eCIJPnUqQg](http://youtu.be/eCIJPnUqQg)
- Make sure to inform the student of how your department is listed in IUPUI Talent/JagJobs databases.
- 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).

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**Payroll/Fiscal Officer/eDoc Initiator FWS Reminders**

- **If a student is not enrolled in AY 2016-17 courses with IUPUI,** please terminate the student from work-study job record, using August 13, 2016 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.

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**Questions & Office Contact Information**

- For questions about work-study award amount, students should contact the Office of Student Financial Services at [finaid@iupui.edu](mailto:finaid@iupui.edu).
- For questions about processing eDocs, FWS Job Postings or Authorizations forms for the IUPUI Work-Study Program, student or employers should email [fwsjobs@iupui.edu](mailto:fwsjobs@iupui.edu).
Hiring, Continuing, and Terminating Students
IUPUI Work-Study eDoc Instructions for AY 2016-17
FWS Eligibility Dates: August 14, 2016 - May 6, 2017

Each IUPUI Work-Study (FWS) Authorization form approval should follow this timeline:

1. **Student** submits online FWS Authorization form to the Office of Student Employment at JagJobs.org for NEW academic term (AY 2016-17)
2. **Supervisor** receives notification after student submits form; should submit supervisor portion via IUPUITalent.net
3. **EDoc initiator** will receive email notification AFTER supervisor submits their port of the FWS Authorization form.
4. Once eDoc and FWS Authorization form are processed in full, an email will be sent to student and supervisor.

**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 2016-17 dates: 8/14/2016 - 5/6/2017
  - 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:** 5/6/2017
  - **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 AY 2016-17 dates: 8/14/2016 - 5/6/2017
  - **Employee Class:** Update to "Work-Study Undergraduate"
  - **Work-Study Start Date** should be the same as Effective Date!
  - **List Job Title & 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 HR 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