A new online FWS authorization form is required to be submitted by the student via JagJobs at the beginning of every term or start of a new position using FWS funds.

**Students** should start the process by submitting their FWS Authorization Form via the JAGJOBS database: https://iupui-uc-csm.symplicity.com/sso/students/

**Employers** should access the IUPUI Job Posting Hub via: http://IUPUITalent.net

**FWS Eligibility Dates**: Students can begin working for the 2016-17 Academic Year (AY) term starting **August 14, 2016** and can work until **May 6, 2017** towards the AY 2016-17 FWS award amount. Students will have to submit a new form to connect FWS funds, if they want to work after August 14, 2016.

**FWS Award Confirmation**: 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 show 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/eCJlPBnUqOg

**FWS Email Messaging**: All students will be sent information to their IUPUI email address mid-July regarding how to connect their FWS funds to a part time position, once they have been formally offered a position or continuance of a position.

**Student Authorization Form Submission**: Starting August 3rd, students can begin to submit their request to connect IUPUI Work-Study (FWS) funds via the JAGJOBS database.

Once the student has confirmed the position in which they want to use their FWS funds, the student should go to their Profile, and select “Exp. Learning” and then select “Add New”. Students should submit their FWS job information and should make sure to click “Submit” after reviewing and agreeing to the IUPUI Work-Study Program Guidelines. Please see the visuals steps for student form submissions below:

**Supervisor Form Processing**
- Once the student submits their portion of the form, an email notification is sent to supervisor listed by the student; guiding them on how they can review the employer guidelines and complete the supervisor portion of the form.
- The supervisor should connect a job posting to the form or create one to be connected, enter the student’s job and contact information for the staff person who submits hiring eDocs for student employees.
For On-Campus Work-study eDoc Processing

- Upon processing the supervisor’s portion of the form, the eDoc initiator listed will receive an email notification with the student’s job information, prompting the eDoc processor to create an eDoc to finalize the students’ hire.
- Once the eDoc arrives in the Work-Study Pending Approval Inbox AND the online FWS Authorization Form has been submitted in full by the student and supervisor, the form will be processed to connect the work-study funds.
- An email notification will be sent to the supervisor once the funds have been processed in full. It will take 2-3 business days to complete the processing of this form, once all required documents are submitted.

Tips for IUPUI Work-Study Recruitment & Hiring

Supervisors/departments can copy/paste the below instructions to students to confirm their FWS award status:

To verify if you have a Federal Work-Study award, please go to your OneStart Account, Student Center, Financial Aid Summary. If you have an award, it will be listed with the rest of your financial aid (loans, grants, scholarships, etc.). This video also directs you to the correct screen: http://youtu.be/eCJlPBnUqOg You may also email the Office of Student Financial Services at finaid@iupui.edu to inquire about eligibility.

When recruiting students with work-study awards for available employment opportunities, departments can copy/paste the below text in job postings to help guide students to either locate their work-study award amount or determine if they are eligible:

This position is limited to candidates with a Federal Work-Study award. To verify you have a Federal Work-Study award, please go to your OneStart Account, Student Center, and Financial Aid Summary. If you have an award, it will be listed with the rest of your financial aid (loans, grants, scholarships, etc.). This video also directs you to the correct screen: http://youtu.be/eCJlPBnUqOg. You may also email the Office of Student Financial Services at finaid@iupui.edu to inquire about eligibility.

Additionally, once the most qualified candidate has been identified, you may provide students with the below text instructions to submit their FWS Authorization Form through JagJobs, which ensures the program guidelines are agreed to:

To connect your Federal Work-Study award to your position so you can earn your funds, go to JagJobs.org and log in with your IUPUI CAS username/passphrase by clicking on Current Students in the lower left corner of the screen. Hover over the Profile tab and click “IUPUI Work-Study.” Click “Add New Experience” and complete the form. You’ll be asked for your Work-Study award amount (which can be found in your OneStart account, Student Center, under Financial Aid Summary), supervisor’s email address, and other information about your position. The form will be routed to your supervisor for approval, which must happen before you can clock in under your Work-Study record in the TIME timekeeping system.

Tips for transitioning & terminating students using IUPUI Work-Study (FWS) funds

- Departments continuing students from summer into the academic year should submit a Maintain Job Data eDoc in HRMS.
- Departments employing students who have graduated, are not continuing, or who have not been awarded FWS funds for the academic year should submit a Termination eDoc for the summer work-study position.
- If a student is not enrolled in AY 2016-17 courses with IUPUI, please terminate the student from work-study job record, using August 14, 2016 as the effective date of termination.