Hiring, Continuing, and Terminating Students
IUPUI Work-Study eDoc Instructions for Summer 2023
FWS Eligibility Dates: 8/6/2023 – 5/4/2024

STUDENTS WORKING DURING THE SUMMER 2023 TERM WILL NEED TO SUBMIT A NEW FWS AUTHORIZATION FORM TO EARN FWS FUNDS AFTER August 5, 2023!

Student FWS Reminders

- Students can use AY 2023-2024 funds from August 6, 2023 – May 4, 2024
- Students can earn towards the AY 2023-2024 FWS award until May 4th, 2024
- Students can begin to submit FWS Authorization forms on August 1st for the AY 2023-2024 term
- Students can begin to submit FWS Authorization Forms on May 1st for Summer 2024 term

Employer FWS Reminders

- Ask student employees (new or continuing) to submit 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/eDoc Initiator FWS Reminders

- If a student is not enrolled in AY 2023-2024 courses with IUPUI, please terminate the student from work-study job record, using August 6, 2023, 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.

Questions & Office Contact Information

- For questions about work-study award amount, students should contact the Office of Student Financial Services at 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.
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Each IUPUI Work-Study (FWS) Authorization form approval should follow this timeline:

1. Students can download the FWS authorization form from employment.iupui.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 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 AY 2023-2024 dates: 8/6/2023 - 5/4/2024
- 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: 5/4/2024
- **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 2023-2024: 8/6/2023 - 5/4/2024, 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 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