2015/2016 Academic Year Work Study Period for BL:
August 23, 2015 thru May 07, 2016

Undergraduate Work Study

Work study students are granted awards for an academic period (Academic Year and Summer). Each department is responsible for running the Work Study Limit of Earnings IUIE report after each payroll to ensure hours worked do not exceed the award amount. You can also find the limit on the payroll voucher (The limit is for the complete two week pay period.). If the award is exceeded, the department will be responsible for appointing the student in a Temporary (hourly) job and covering all wages. Below is a description of the eDocs for work study students:

1. **Hire eDoc** – to hire student into a job/position in your department. For Fall 2015/2016, use the Hire eDoc unless the student worked during summer session in your department.
   * If the student is new to the University, you will need to process the background check and a “Maintain Person” eDoc entering the information from the Personal Profile Form (ED).
   * **We must have the completed work study authorization form in our office before we can approve this eDoc.** The effective date of the job and the effective date of the work study limit must be the same.
   * Please send the financial aid work study authorization form completed by your office. Be sure to include the work study limit amount and dates. If you want to scan the document and attach it to the eDoc, that will eliminate the need to send it via campus mail.
   * A completed job description must be on file in the financial aid office before payment is made to the student.
   * The student will receive an email directing them to complete the Direct Bank Deposit authorization and Tax forms on-line in the Employee Center. You should not need to collect paper forms.
   * Bloomington departments will receive information about completing the Work Study Authorization Card on-line using SharePoint. The link is: [https://www.sharepoint.iu.edu/sites/bosfa/fws/](https://www.sharepoint.iu.edu/sites/bosfa/fws/) For assistance, please contact: iubosfa@indiana.edu.

2. **Maintain Job Data** – this is the eDoc that you would use if the student worked in your department during summer session and has a new award for Fall 2015/2016.
   * **You will need to change the employee class in the Job Data section** (Change it from SM Ugrad to AY Ugrad if you are appointing them for the fall).
   * You may also change their pay rate at the same time by changing the rate on the appropriate screen.
• Please indicate the new work study limit amount in the notes section.
• **We must have the completed work study authorization form in our office to approve this eDoc.** If you want to scan the document and attach it to the eDoc, that will eliminate the need to send it via campus mail.

3. **Maintain Pay Rate** – use this eDoc when you want to give the student an increase in pay. No work authorization is required with this eDoc.

4. **Terminate** – use this eDoc to terminate the job when the student is no longer working for you.
   • Please remember to do this so that they will be removed from your vouchers and reports that we run each pay period.
   • Please use an effective date of the day after the last day worked or one that is dated the end of the session.

Reminders:

• Please do not hire work study students or let them begin working before you have the work study authorization card from Student Financial Assistance. **The eDoc must be approved and saved in HRMS before the student can begin work.**
• Be sure student is clocking in/out of TIME on the correct job record number.
• Terminate the job if student is no longer working for your department.
• If the student drops below the half time enrollment requirement, the student and department will be charged for Social Security/Medicare taxes.
• Please run the IUIE report after each payroll and ensure that the student does not exceed the allotted limit. **The limit is also printed on the left hand side of the workstudy payroll voucher.** The Student Financial Assistance office determines the limit amount and approves any increases.
• All hire and maintain job data eDocs require the ORIGINAL work authorization be in our office. This form comes from Financial Aid and both parts must be filled out and sent to our office. **We cannot approve any eDocs/new appointments without the work authorization or job description on file.** If you want to scan the document and attach it to the eDoc, that will eliminate the need to send it via campus mail.

If you have questions, please don’t hesitate to contact **FMS Payroll:**

Kathy Sexton-Stephen, 855-8744, kfsexton@indiana.edu
Linda Morrow, 855-6800, lmorrow@indiana.edu

Thanks so much for your continued help and cooperation!