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 and the student's timesheet (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 – Use to hire student into a job/position in your department. For Fall **2021/2022,** 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).
- The effective date of the job and the effective date of the work study limit **must be the same**.
- Bloomington departments will be using SharePoint to complete the Work Study Authorization Card online. The link is**:** https://indiana.sharepoint.com/sites/bosfa/fws/default.aspx. If the authorization is not in SharePoint and the department receives a paper authorization, the completed paper authorization may be attached to the eDoc. For assistance in using SharePoint, please contact: iubosfa@indiana.edu.
- We must be able to verify the authorization and limit information in SharePoint or receive the paper copy before we can final approve the hire eDoc.
- The student will receive an email directing them to complete the Direct Deposit Bank authorization and Tax forms online in the Employee Center. You should not need to collect paper forms.

2. Maintain Job Data – Use this eDoc if the student worked in your department during Summer session and has a new award for Fall **2021/2022.**
- 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 be able to verify the authorization and limit information in SharePoint or receive the paper copy before we can final approve the eDoc.

3. Maintain Pay Rate – Use this eDoc 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 one day after the last day worked, or the end of the previous Academic Year or Summer session.

Reminders:
- Please do not let work study students begin working before you have the work study authorization from Student Financial Assistance. **The eDoc must be approved and saved in HRMS before the student can begin work.**
- Be sure students are clocking in/out of Kuali Time on the correct job record number.
- Terminate the job if students are no longer working for your department.
- Warning: 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 work study payroll voucher and on the student's timesheet.** The Office of Student Financial Assistance determines the limit amount and approves any increases.
- All Hire and Maintain Job Data eDocs require the work authorization information to be in SharePoint.