

Off-Campus Work Study

Required Employment Forms and Guidelines

NEW HIRE

- Agency completes:
 - [Indiana University Work Study Appointment Form](#)
 - Indiana University Federal Work Study Authorization Card (refer to *OSFA_WS_Guidelines* attachment)
- Student completes:
 - [Indiana University Temporary Employment Application](#)
 - [Personal Profile Form \(ED\)](#)
 - [IU Consumer Disclosure/Consumer Report Consent & Authorization](#)

UCO Payroll will initiate the background check and Form I-9. The student will receive emails through their IU email account to complete their portion of each form. Once completed, the student will be asked to present **original** identification documents **in-person** to UCO Payroll. **Students may NOT begin work until the background check and I-9 have been completed. The agency will receive confirmation of the effective date of hire (start date) from UCO Payroll.**

Online W-4/WH-4, Direct Deposit, and Electronic W-2 Consent

After the hire is completed, a New Hire Email will be sent to the student to complete their W-4/WH-4, direct deposit information, and consent for electronic W-2. For reference, this information is completed through One.IU> Employee Center> Payroll & Tax.

REHIRE

- Agency completes:
 - [Change an Existing Student's Appointment](#)
 - Indiana University Federal Work Study Authorization Card (refer to *OSFA_WS_Guidelines* attachment)

An email will be sent to the agency to confirm the effective date of rehire. As new background checks and I-9 information are not required for rehired employees, students may begin work the first day of the current work study session. The 'Change' form may also be used to update an existing student's pay rate.

TERMINATION

- Agency completes:
 - [Terminate a Student's Appointment](#)

A Termination form must be completed if a student is no longer working for your agency (graduated, resigned, etc).