

Off Campus Work Study Employment Guidelines

Please refer to the Payroll section on the FMS website for information and direct links to Work Study processing:
<https://fms.iu.edu/payroll/work-study/>

The agency is responsible for completing the following to hire/rehire a WS student.

- New Hire/Rehire* form: https://fms.iu.edu/index.php/download_file/1019/
- IU Federal Work Study Authorization form: <https://indiana.sharepoint.com/sites/bosfa/fws/default.aspx>

*If you are rehiring a student, they may begin work immediately. The required student forms are already on file.

The WS student is responsible for completing the following:

- IU Temporary (hourly) Employment Application form:
http://www.indiana.edu/~uhrs/pubs/forms/employ_app.pdf
- IU Personal Profile form: <http://www.indiana.edu/~uhrs/pubs/forms/hrms/ed.pdf>
- IU Background Check form: <http://www.indiana.edu/~uhrs/pubs/forms/consent.pdf>
- When the background check is approved, the student will receive an email to complete their portion of the I-9. We will also include instructions to bring original identification documents to FMS Payroll, Poplars 529. Please contact our office for a list of acceptable documents if needed.
- The student will also receive a 'new hire' email from Indiana University. The email will include instructions and direct links to update Direct Deposit information, Federal and State Tax forms, and authorization for Electronic W-2 delivery. The student can also view/update this information directly in the Employee Center on One.iu.

The agency is responsible for completing the following to change job data/pay rate for an existing WS student.

- Job Change form: https://fms.iu.edu/index.php/download_file/1018/

The agency is responsible for completing the following to terminate job data for a WS student.

- Terminate Job form:
https://fms.iu.edu/index.php/download_file/1020/