2014-15 Work-Study Announcements & Updates

The IUPUI Office Employment has launched a new interface for finding part-time positions for IUPUI students. As we prepare for a new school term, we wanted to share the new processing procedures for connecting IUPUI Work-Study (FWS) funds.

Starting August 1st, we ask that students and employers submit their requests to connect IUPUI Work-Study (FWS) funds via the new JAGJOBS database. **Students will not be able to submit forms for the AY 2014-15 term until August 1st.**

**FWS Eligibility Dates:** Students can begin working for the 2014-15 Academic Year (AY) term starting **August 16, 2014** and can work until **May 9, 2015** towards the AY 2014-15 FWS award amount. Students will have to submit a new form to connect FWS funds, if they want to work after May 9, 2015. Students are encouraged to work no more than 29 hours per week.

**FWS Award Notification:** All students will be sent email to their IUPUI email address notifying them that they have a FWS award that can be connected to the position they have been offered. All IUPUI departments have the ability to use FWS funds. Off-campus locations, must be approved before they are able to use IUPUI FWS funds.

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**Students can access the new JAGJOBS database by visiting:**
[https://iupui-uc-csm.symplicity.com/sso/students/](https://iupui-uc-csm.symplicity.com/sso/students/)

**Employers should access the IUPUI Job Posting Hub via:**
[http://IUPUITalent.net](http://IUPUITalent.net)

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**Student Authorization Form Submission:** Once a part-time job offer has been made, the student should go to their Profile, and select “Exp. Learning” and then select “Add New”

Students should submit their FWS job information using the form shown below and should make sure to click “Submit” after reviewing and agreeing to the IUPUI Work-Study Program Guidelines.

**Supervisor Form Processing:**

- Forms will be submitted to the Supervisor listed by the student, so that they can review the employer guidelines and complete their portion of the form for final approval.
- The Supervisor should enter information regarding the student and details about the job to confirm that they want to move forward with using the students IUPUI Work-Study for the part-time position.

**For Community Work-Study Agencies:**

- The Office of Student Employment is responsible for processing all Community Work-Study hires. Upon receiving the supervisor portion of the form, our office will notify the student of the remaining steps needed to connect their funds.
- If student doesn’t have a current background check and I-9 verification form on file, new online forms will need to be completed. The student will be required to complete the CWS Online Orientation & Survey and attend an I-9 verification appointment with the Office of Student Employment before they can begin working at their site.
I-9 Verification Appointments

I-9 verification appointments will be held on Wednesdays from 9am-12pm. If a student is not available during these hours, they should email fwsjobs@iupui.edu and provide a date and time that they can complete their appointment. Students should prepare to bring their official pieces of identification to this appointment. No photocopies will be accepted. If a student does not have their proper identification upon arrival at their I-9 verification appointment, they will need to reschedule for a new appointment.

Acceptable Identification documents: (Photo ID**, birth certificate, US Passport, US Resident Card, Social Security Card**) most commonly used combination of official documents.**

Effective Hire Notification

An Effective Hire email notification will be sent to the supervisor and student one business day after the student has attended their I-9 verification appointment. If you have not setup a work schedule, this would be the most appropriate time to do so.

If you experience delays or technical issues with connect FWS funds for the term, please email fwsjobs@iupui.edu.