FEDERAL WORK-STUDY AUTHORIZATION FORM
TO BE COMPLETED BY HIRING DEPARTMENT

STUDENT LAST NAME, FIRST NAME:

IPFW STUDENT ID #: Department name:

ACADEMIC YEAR: TERM:

Please use the Cognos report “IPFW Shared Reports>Work Study Reports>Student Check for Work Study Eligibility” to verify eligibility and complete this form. If you do not have Cognos access, please contact Financial Aid X13824 to obtain the following information:

(Step 6 on Student Employment Website - http://www.ipfw.edu/offices/workstudy/on-campus-employers/)

Registered Credit Hours for term _____ (UG must be in 6 credits, Grad must be in 4 credits)

FWS Award Accepted amount for term $______ (if offered but not accepted must instruct student to accept before continuing)

Paid Amount $______ (If amount greater than zero, student is working in another department. Your department must contact that supervisor and determine if they are willing to share award before continuing)

Other department_________________Contact name______________________________
Amount of student’s total FWS award they are giving to your department $______

WORK-STUDY ACCOUNTING:
Business Area _20_ FUND # (use INSTRUCTIONS ON BACK to determine which fund to check)

__61019000 – FWS, Regular __61019001 – FWS, Reading Tutor
__61019003 – FWS, Community Service __61019002 – FWS, Math Tutor

On-campus Cost Center: 2093001009 (fiscal year 2015-16) Payroll Org Unit #__________

If Org unit # 036 Cost Center: 2093001010 and SIO(required for 036):__________________________ (fiscal year 2015-16)

HOURLY RATE OF PAY: $__________________________ START DATE: ______________________

EMPLOYER/DEPT NAME: _________________ CONTACT NAME: ________________________

PHONE #: ___________________ EMAIL: ____________________________

COPY SENT TO PAYROLL WITH PA FORM __________

COPY SENT TO BURSAR-Work Study Recon (attach copy of Cognos report)_______________
Fax#: 260-481-5495 or KT G57
FEDERAL WORK-STUDY AUTHORIZATION FORM
TO BE COMPLETED BY HIRING DEPARTMENT (Page 2)

Answer the following to determine which fund to use for payroll:

1) Will 90% of employee time be spent as a reading tutor?  NO-continue to #2  YES- use 61019001-FWS Reading

2) Will 90% of employee time be spent as a math tutor?  NO-continue to #3  YES- use 61019002-FWS Math

3) Will the student meet, greet, or work directly with Northeastern Indiana public in one of the fields below during the normal course of their work and do you inform the public of these services?

Check the service(s) that this student will provide (if applicable):

___ health care  ___welfare/social services  ___ child care
___ safety  ___ recreation  ___ work in service opportunities or your corps
___ literacy training  ___ crime prevention & control  ___ rural development or community improvement
___ transportation  ___ housing & neighborhood improvement  ___ provide mentoring (i.e. tutoring, counseling)
___ support services for students w/ disabilities  ___supporting educational/recreational activities

NO, use 61019000-Regular Work Study  YES, use 61019003-FWS Community Service

If Cognos report lists student as ineligible for work study you may still hire, however will not be able to utilize the Federal Work Study Funding.

If Cognos report lists student as eligible, however you do not see any awarded amount, please contact Financial Aid department X13824 or finaid@ipfw.edu and request student be given an award. You are unable to utilize federal funds for any hours worked prior to a student accepting the award.