Once an IUPUI Community Work-Study agency has completed all steps to be approved to hire, the following steps must be taken to connect the IUPUI Federal Work-Study (FWS) funds to the position that the student will work for the academic term. More detailed information regarding the approval/hiring process is listed below.

The following must be completed to connect FWS funds to a position for EACH term:

I. **Submit Online FWS Authorization Form**
   Student and approved agency supervisor submit the online FWS Authorization Form
   
   a. Student submits via JagJobs.org
   
   b. Supervisor submits their portion via IUPUITalent.net

II. **Submit Background Check Paper & CWS Online Survey**
    Student is prompted to submit background check forms to the Office of Student Employment if results are not current and complete CWS Online Survey to request time for I-9 verification appointment. Student is provided next steps needed for finalizing paperwork to hire.
    
    a. Background Check forms can be completed, signed, scanned and emailed to fwsjobs@iupui.edu or faxed to 317-278-7588.
    
    b. If student has a current job record, background check & I-9 on file no additional documents needed and the student will be processed for hire and an effective hire email will be sent upon processing
    
    c. It typically takes 3-5 business days to receive background check results once submitted and processed by the Office of Student Employment. Please be aware that processing times tend to vary throughout the year.

III. **I-9 Document Verification**
    To complete and finalize all paperwork, students must attend an I-9 verification appointment on-campus with the Office of Student Employment. Student will be prompted to submit a time to attend upon complete the CWS Online Survey. This survey link is sent with the background check and remaining steps email notification mentioned above.
IV. I-9 Verification Appointments
   a. Sessions will be held on Mondays at the following times in August. Dates after the month of August will be held on Mondays from 1 p.m. – 3 p.m.
      i. Monday, August 10 from 1 p.m. – 3 p.m. in Taylor Hall Room UC2137
      ii. Monday, August 17 from 9 a.m. – 11 a.m. in University Library Room UL 1126
      iii. Monday, August 24 from 9 a.m. – 11 a.m. in University Library Room UL 1126
      iv. Monday, August 31 from 9 a.m. – 11 a.m. in University Library Room UL 1126
   b. Students should receive an I-9 Appointment Confirmation email from the Office of Student Employment before attending the I-9 session.
   c. During the session, students complete I-9 paperwork; review CWS program updates for the academic term and can ask any questions they have about CWS, timesheets, direct deposit, etc.
   d. If there are pending steps, students will walk away with an understanding of what is needed to finalize their paperwork.

V. Effective Hire Email Notification
   a. Students cannot start earning FWS funds within their Community Work-Study position until after their Effective Hire email is sent from the Office of Student Employment. This email will provide the date in which the student’s funds were connected to the position to begin to earn for the academic term. It is sent to both the student and supervisor.
   b. Effective Hire emails can be sent in two business days if all hiring documents are complete and submitted. This email is sent to the student and supervisor on file.
   c. If there are questions about where a student is in the processing, an email can be sent to cwsjobs@iupui.edu.