



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

<b>STUDENT LAST NAME, FIRST NAME:</b>	
<b>IPFW STUDENT ID #:</b>	<b>Department name:</b>
<b>ACADEMIC YEAR:</b>	<b>TERM:</b>

<b>DEPARTMENT TO COMPLETE</b>	<p><b>Please use the Cognos report "<u>IPFW Shared Reports&gt;Work Study Reports&gt;Student Check for Work Study Eligibility</u>" to verify eligibility and complete this form. If you do not have Cognos access, please contact Financial Aid X13820 to obtain the following information:</b></p> <p><b>(Step 6 on Student Employment Website - <a href="http://www.ipfw.edu/offices/workstudy/on-campus-employers/">http://www.ipfw.edu/offices/workstudy/on-campus-employers/</a>)</b></p> <p>Registered Credit Hours for term _____ (UG must be in 6 credits, Grad must be in 4 credits)</p> <p>FWS Award Accepted amount for term \$ _____ (if offered but not accepted, must instruct student to accept before continuing)</p> <p>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)</p> <p style="padding-left: 40px;">Other department _____ Contact name _____</p> <p style="padding-left: 40px;">Amount of student's total FWS award they are giving to your department \$ _____</p> <p><b>WORK-STUDY ACCOUNTING:</b></p> <p>Business Are <u>20</u> FUND # <b><u>(use INSTRUCTIONS ON BACK to determine which fund to check)</u></b></p> <p style="padding-left: 40px;"> <input type="checkbox"/> 61019000 – FWS, Regular                      <input type="checkbox"/> 61019001 – FWS, Reading Tutor  <input type="checkbox"/> 61019003 – FWS, Community Service      <input type="checkbox"/> 61019002 – FWS, Math Tutor         </p> <p>On-campus Cost Center: 2093001011 <b>(fiscal year 2016-17)</b>      Payroll Org Unit # _____  <u>(use for begin dates on or after 7/1/16)</u></p> <p>If Org unit # 036 Cost Center: 2093001012 and SIO(required for 036): _____  <u>(use for begin dates on or after 7/1/16 fiscal year 2016-17)</u></p> <p>HOURLY RATE OF PAY: \$ _____      START DATE: _____</p> <p>EMPLOYER/DEPT NAME: _____ CONTACT NAME: _____</p> <p>PHONE #: _____      EMAIL: _____</p> <p>Form and Cognos report SENT to PAYROLL and to BURSAR _____              (interoffice mail or <a href="mailto:payroll@ipfw.edu">payroll@ipfw.edu</a> and <a href="mailto:bursar@ipfw.edu">bursar@ipfw.edu</a>)</p>
-------------------------------	---

**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) If employed by a non-IPFW Agency 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):

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> health care                                   | <input type="checkbox"/> welfare/social services            | <input type="checkbox"/> child care                                     |
| <input type="checkbox"/> safety  | <input type="checkbox"/> recreation                         | <input type="checkbox"/> work in service opportunities or your corps    |
| <input type="checkbox"/> literacy training                             | <input type="checkbox"/> crime prevention & control         | <input type="checkbox"/> rural development or community improvement     |
| <input type="checkbox"/> transportation                                | <input type="checkbox"/> housing & neighborhood improvement | <input type="checkbox"/> provide mentoring (i.e. tutoring, counseling)  |
| <input type="checkbox"/> support services for students w/ disabilities |   | <input type="checkbox"/> 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 X13820 or [finaid@ipfw.edu](mailto: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.**