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

<table>
<thead>
<tr>
<th>STUDENT LAST NAME, FIRST NAME:</th>
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<tr>
<td>IPFW STUDENT ID #:</td>
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<tr>
<td>ACADEMIC YEAR:</td>
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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 X13820 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 Are __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: 2093001011 (fiscal year 2016-17) Payroll Org Unit #____________
(use for begin dates on or after 7/1/16)

If Org unit # 036 Cost Center: 2093001012 and SIOL(required for 036):_____________________
(use for begin dates on or after 7/1/16 fiscal year 2016-17)

HOURLY RATE OF PAY: $____________________ START DATE: ______________________

EMPLOYER/DEPT NAME: ___________________ CONTACT NAME: ______________________

PHONE #: ___________________ EMAIL: ______________________

Form and Cognos report SENT to PAYROLL and to BURSAR __________
(interoffice mail or payroll@ipfw.edu and bursar@ipfw.edu)
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):

- [ ] 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 X13820 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.