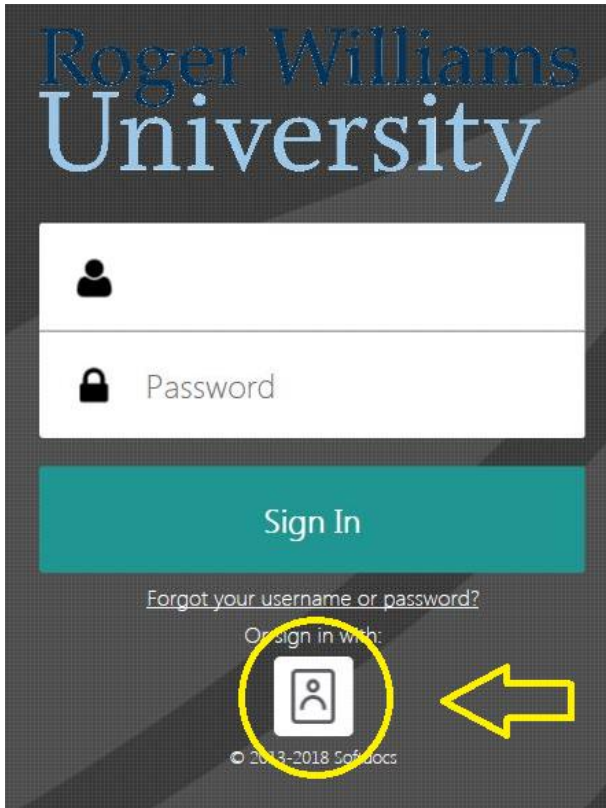


Login to: <http://rwucentral.etrive.cloud>

Must use Google Chrome



Click icon to enter RWU firewall for extra security

Login using your RWU computer credentials

Click: Forms

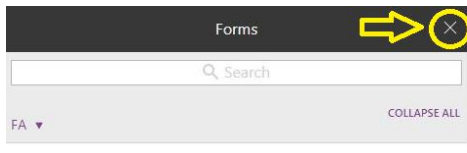
Select: FA – Work Student Employment Authorization

*NOTE: Form **IT** – Work Student Employment Authorization is only for testing.*

The supervisor or additional supervisor for ADP will be filling out the student information section with the student.

1. Type in the academic year (ex: 2019)
  - + Student listings are contingent on the academic year
2. Choose if the student is UG or Grad (Grad includes Law)
3. Search for the student by typing in the last name or student ID (no spaces) and then clicking search.
  - + Only students who have a work-study award in the indicated academic year will show up in the search field.
  - + If more than one student with the typed name, the form will do a search. Select the correct student.
  - + Student Name, Student ID#, and Home Address will pre-populate once you select a student from the search field.
4. Choose whether the student is a first time RWU employee.
  - + Students who have never been an RWU employee will need to complete a W-4, I-9, Direct Deposit, and Student Code of Conduct Form.

You can start and save a form by clicking X and retrieving it back from your Drafts folder.



**Student Information**

**Academic Year**  
       UG    GRAD

**Search Student Name**  
       First Time RWU Employee?  Yes  No

**Student Name** **ID #:**

**Home Address**

**Home Address 2**

**City** **State** **Zip**

**Mobile Telephone**  
      Permission to be contacted via text?  Yes  No

5. Enter the mobile phone information



Ask the student if they can be contacted via text should we need to quickly get in contact with them.

NOTE: If a student wants to complete a ‘Change of Job’ form, they will need to come to the Financial Aid Office and pick up a paper form. This is because they will no longer show up in this system as they have already been employed for the academic year.

If you are hiring a student under your department budget (student payroll position), please continue utilizing the same method (Student PAF).

Department Supervisor Information

Department  Job Title  Tutor:  Yes  No


Search Supervisor

Supervisor  Campus Extension

Supervisor ID

Search Additional Supervisor for ADP (optional)

Additional Supervisor for ADP (optional)  Campus Extension

Overage GL#   **The system does validate for a correct GL #**

Start Date  End Date   
mm/dd/yyyy mm/dd/yyyy

Add Comments

*Electronic approval of this form indicates only that the student is eligible under the federal financial aid guidelines to earn monies through the FWS Program. All individuals agree to abide by and acknowledge awareness of applicable policies and regulations governing student employment. Possession of this form does not mean the student is eligible to utilize FWSP Funds.*

Complete the Department Supervisor Information.

- ✚ If you are the alternative supervisor for ADP completing the authorization form, the supervisor will need to sign off on the form before going to Financial Aid for approval.

Enter a tentative begin date. The supervisor(s) will receive an email notification when the student is officially able to begin working.

Enter a provisional end date. Please note, in order to close out the fiscal year in a timely manner, all students must stop working the last pay period ending in June.

(Example, 2019-2020: Student must stop working 06/19/20).

Add Comments

Comments



You may add a comment to provide better communication amongst departments. Some items may be, but not limited to, clarification on supervisor listing, begin/end date, direct deposit preference etc.

Student Information

Academic Year

UG  GRAD

Search Student Name



First Time RWU Employee?  Yes  No

The following four attachments are only required if you have checked ‘YES’ to being a first time RWU employee in the student information section.

The following four attachments are required:

<input checked="" type="checkbox"/> W-4	<input checked="" type="checkbox"/> I-9 (with ID)	<input checked="" type="checkbox"/> Direct deposit	<input checked="" type="checkbox"/> Code of Conduct
<a href="#">Click for W4</a>	<a href="#">Click for I9 Form</a>	<a href="#">Click for DD Form</a>	<a href="#">Click for CoC Form</a>

History
 Attachments
 Download
 Print

You may submit ‘ONE’ attachment that *includes all four* requirements however, you must check off all four requirements. Separate attachments are also acceptable.

There are some restrictions as to what you name your document.

**NOTE:** If at any point, the authorization form is deemed incomplete or inaccurate for data entry, any department can “Return to a Previous User” for review and correction.

Return to a Previous User CLOSE

Pittari, Mary A Originator	➔
Pittari, Mary A FA Student Emp Approval	➔
Pittari, Mary A E-VERIFY Group	➔

Office of Student Financial Aid

Earnings Limit

Weekly Hours to Maintain Award

Note: Based on a 30 week academic year, adjust accordingly if working less than 30 weeks.

Award Type

-Select- ▼

Hourly Wage

AIDE Posted to "A"

Financial Aid will enter in the above information. All supervisors and additional supervisors for ADP will have access to this information once the process is complete.

The history option allows you to check on the status of the authorization and see exactly where the authorization is in the employment process. Everyone will have access to see this information.

If the authorization form is returned to you, you can see a note with instructions on why it was returned.

History
CLOSE

Package History

Audit History

Pittari, Mary A Approved	07-03-2019, 2:32:28 pm
HRIS Review Received	07-03-2019, 2:32:42 pm
Pittari, Mary A Approved	07-03-2019, 2:37:30 pm
Payroll Group Received	07-03-2019, 2:37:44 pm
Pittari, Mary A	07-03-2019, 2:40:55 pm

Save

History

Attachments

Download

Print

Human Resources will review all fields of the authorization form for data entry and ensure the following:

1. Overage GL is included
2. End date concurs with the AY pay period end dates
3. All required documents are attached (W-4, I-9 & ID's)
  - + HR Admin will review all attachments and ensure completion and accuracy.
4. Hourly wage meets minimum wage

Department Supervisor Information	
<b>Department</b>	<b>Job Title</b>
fa	helper
Tutor: <input type="radio"/> Yes <input checked="" type="radio"/> No	
<b>Supervisor</b>	<b>Campus Extension</b>
Pittari, Mary A.	3474
<b>Supervisor ID</b>	
<b>Additional Supervisor for ADP (optional)</b>	<b>Campus Extension</b>
<b>Overage GL#</b>	
<b>Start Date</b>	<b>End Date</b>
2019-07-15	2019-07-31

Electronic approval of this form indicates only that the student is eligible under the federal financial aid guidelines to earn monies through the FWS Program. All individuals agree to abide by and acknowledge awareness of applicable policies and regulations governing student employment. Possession of this form does not mean the student is eligible to utilize FWSP Funds.

The following four attachments are required:

<input checked="" type="checkbox"/> <b>W-4</b>	<input checked="" type="checkbox"/> <b>I-9 (with ID)</b>	<input checked="" type="checkbox"/> <b>Direct deposit</b>	<input checked="" type="checkbox"/> <b>Code of Conduct</b>
<a href="#">Click for W4</a>	<a href="#">Click for I9 Form</a>	<a href="#">Click for DD Form</a>	<a href="#">Click for CoC Form</a>

### Office of Student Financial Aid

<b>Earnings Limit</b>	<b>Weekly Hours to Maintain Award</b>
<input type="text" value="2500"/>	<input type="text" value="10"/>

Note: Based on a 30 week academic year, adjust accordingly if working less than 30 weeks.

<b>Award Type</b>	<b>Hourly Wage</b>	<input checked="" type="checkbox"/> <b>AIDE Posted to "A"</b>
<input type="text" value="FWS - Federal Work-Study"/>	<input type="text" value="15"/>	

### E-Verify

Verified First Time RWU Employee  Verified Returning RWU Employee

Once student has been hired/rehired into Colleague and all data entry is complete:

- a. Check off OFFI and EPOV boxes
- b. Click Approve

<b>Human Resources</b>								
<input checked="" type="checkbox"/> OFFI	<input checked="" type="checkbox"/> EPOV							
<input checked="" type="checkbox"/> Approve	<input type="checkbox"/> Decline	<input type="checkbox"/> Refer	<input type="checkbox"/> Return	<input type="checkbox"/> History	<input type="checkbox"/> Attachments	<input type="checkbox"/> Locked	<input type="checkbox"/> Download	<input type="checkbox"/> Print

### I-9 and E-Verify Process

#### 1. First Time Work Study:

Search Student Name

Search

First Time RWU Employee?  Yes  No

- ✚ Confirm I-9 is attached with completed information
- ✚ Student's personal information (Section 1), signature and dated
- ✚ Proper and valid Identifications are attached to I-9 form
  - ❖ For International Students, please be sure if providing:
    - Permanent Resident Card . . . back side is also copied
    - International Passport . . . I-94 is also submitted

#### LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Native American tribal document
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (Form I-197)
		6. Military dependent's ID card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card		7. Employment authorization document issued by the Department of Homeland Security
		8. Native American tribal document		
		9. Driver's license issued by a Canadian government authority		
		<b>For persons under age 18 who are unable to present a document listed above:</b>		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI				

- Supervisor/Authorized Representative completed Page 2 with identification information, and their signature to confirm Student's identity.

**Certification:** I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): \_\_\_\_\_ (See instructions for exemptions)

Signature of Employer or Authorized Representative		Today's Date (mm/dd/yyyy)		Title of Employer or Authorized Representative	
Last Name of Employer or Authorized Representative		First Name of Employer or Authorized Representative		Employer's Business or Organization Name	
Employer's Business or Organization Address (Street Number and Name)			City or Town		State
					ZIP Code

If something is incomplete or incorrect with the I-9 or Identifications, it is **returned** to the Supervisor/Authorized Representative.

Once the I-9 and Identifications are confirmed, the E-Verify is completed and attached.



- Verified First Time RWU Employee
- Verified Returning RWU Employee

2. Returning Work Study

- Confirm an I-9 form is on file

Payroll

XAPT