Roger Williams University

FA – Work Study Employment Authorization

Login to: http://rwucentral.etrieve.cloud

Must use Google Chrome

Click [icon] icon to enter RWU firewall for extra security.

Login using your RWU computer credentials.

Roger Williams University

## FA – Work Study Employment Authorization

Click: Forms

Select: FA – Work Student Employment Authorization

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 **click** 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.

FA – Work Study Employment Authorization

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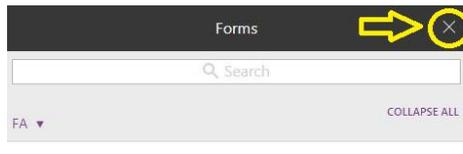
Student Information

Academic Year

○ UG ○ GRAD

Search Student Name

[Search] First Time RWU Employee? ○ Yes ○ No

Student Name   ID #:

Home Address

Home Address 2

City   **State**   **Zip**
                                  -Select-

Mobile Telephone

Permission to be contacted via text? ○ Yes ○ No

5. Enter the mobile phone information
   - Ask the student is 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

[   ] [Search]

Supervisor   Campus Extension

Supervisor ID

Search Additional Supervisor for ADP (optional)

[   ] [Search]

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.

<u>Department Supervisor Information:</u>

> 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.

<u>Overage GL:</u>

Enter your department's overage GL account number. Please be advised, the only object code that is acceptable for student payroll overages is either 50621 or 50622. (50621 for student research assistants and 50622 for all other students).

> Do not include any dashes
>
> Ensure you are using one of these two object codes.

Should you receive an error message, it is likely that this GL does not currently exist in our file suite. Please simply email me at <u>nturner@rwu.edu</u> with the GL that you are trying to use. Please keep in mind, for any accounts, which are not in the file suite currently, once added, you will not be able to complete your form until the next day after the warehouse updates.

<u>Begin/End Date:</u>

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 <u>last pay period ending in June</u>. (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.

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

Please submit '**ONE'** attachment that *includes all four* requirements however, you must check off all four requirements.

    ⊹ Attachment must be in PDF format.

Etrieve can only handle PDF attachments at this time. Apparently, the system will allow the upload of some other types (specifically PNG files), but the attachment itself is not viewable.

    ⊹ Your student's authorization form may be returned to the submitter to re-upload in PDF format.

There is no way for us to delete the "bad" attachments at this point. The good news is that once again this is a scheduled enhancement – although likely not available until next year.

There may be some restrictions as to what you can 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.

Wondering Where Your Student's Work-Study Authorization is in the Employment Process?

GREAT NEWS! NOW YOU HAVE FULL ACCESS!

There are two ways to access updates on where your work-study student is in the employment process:

OPTION #1:

1. Login to Etrieve. Go to 'Activities' and type either the student ID or student's last name. Click on the form to bring it up. At the bottom is a 'History' tab, which will give you the time stamps of where the authorization has been and currently stands.
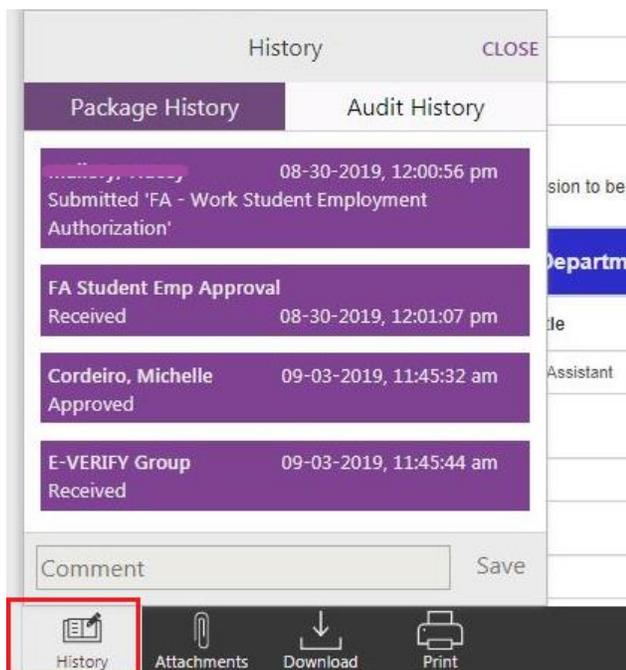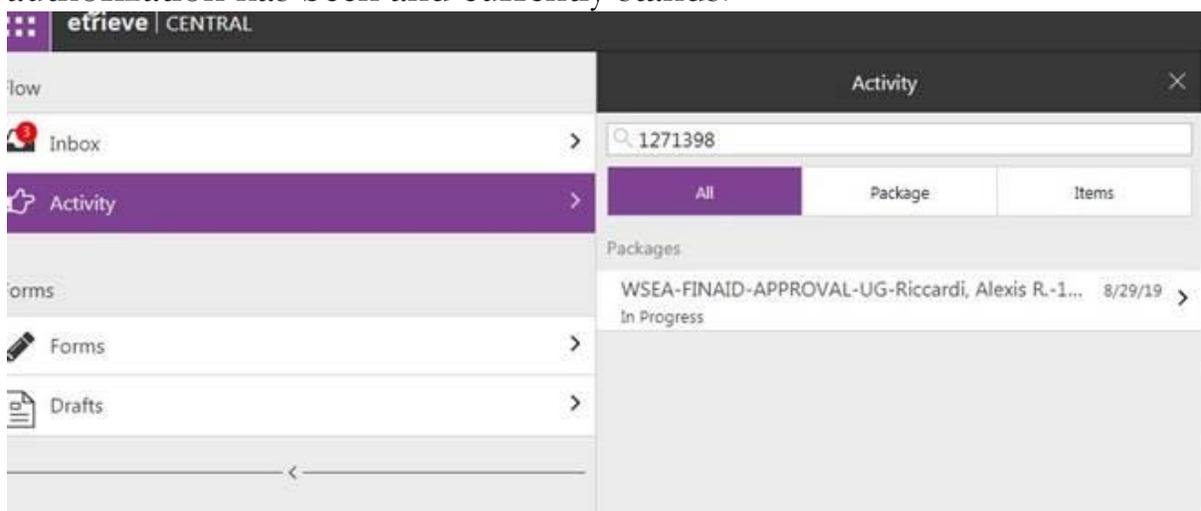

If an authorization is returned to the supervisor (originator) for correction, a comment will be left in the 'History' field indicating what exactly needs correcting.

OPTION #2:

2. Login to Etrieve. The FA – Work Student Employment Authorization form has an excel listing for supervisors to download. It is advisable you download this spreadsheet to your desktop. The spreadsheet will show supervisors only their students. Each tab within the spreadsheet helps to identify where your work-study student is in the employment process. You may need to 'REFRESH' once you open the spreadsheet to ensure you are viewing the most recent data.

Roger Williams University

FA – Work Study Employment Authorization
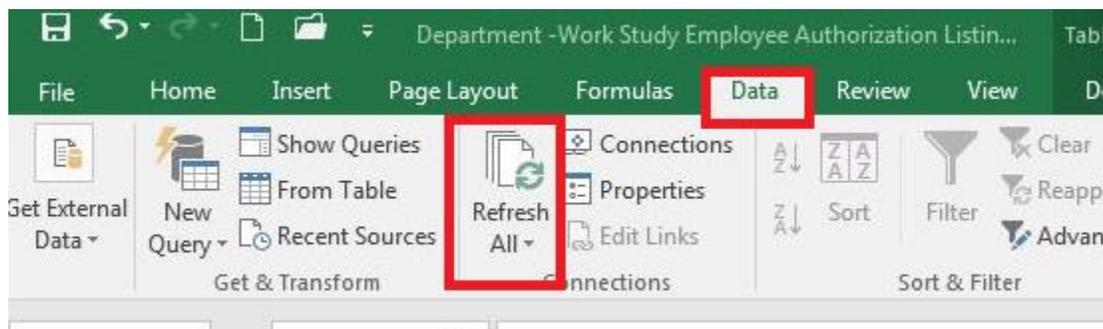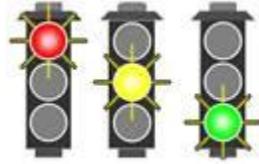
WHEN CAN YOUR STUDENT BEGIN WORKING?

Etrieve may be trying to contact you!

There are **three** different Etrieve work-study notifications you should be aware of:

Notification #1: The WSEA form is sent to the supervisor for approval when the supervisor (not the ADP approver) is different from the originator.

From: eforms@rwu.edu <eforms@rwu.edu>

Subject: Etrieve Flow Notification

The workflow package 'WSEA-SUP-UG-Joe, Jane A.- Stu-1234567' has been forwarded and is available for your review.

To access it, please click here.

Notification #2: The WSEA form is sent back to the supervisor, or originator, for **correction**.

From: eforms@rwu.edu <eforms@rwu.edu>

Subject: Etrieve Flow Notification

The workflow package 'WSEA-FINAID-APPROVAL-UG-Joe, Jane A.-1234567' has been Returned by Cordeiro, Michelle and is available for your review.

Comments: I9, W4 and COC not on file.

To access it, please click here.

QUICK TIPS If an authorization is returned to the supervisor or originator, for correction, a comment will be left in the 'History' field indicating what exactly needs correcting. You also see this comment in the Etrieve Flow Notification email.

Notification #3: The WSEA form is now COMPLETED! Make sure your student is in ADP.

From: eforms@rwu.edu <eforms@rwu.edu>

Subject: Etrieve Flow Notification

The workflow package 'WSEA-COMPLETED-UG-Joe, Jane A.-1234567-2019' containing a document submitted by you has been processed.

AWARD MONIES FOR WORK STUDY STUDENT

Login to Etrieve.

The FA – Work Student Employment Authorization form has an excel listing for supervisors to download.

It is advisable you download this spreadsheet to your desktop.

The spreadsheet will show only your students under your supervision.

You may need to 'REFRESH' each time you open the spreadsheet to ensure you are viewing the most recent data.

Roger Williams University

FA – Work Study Employment Authorization
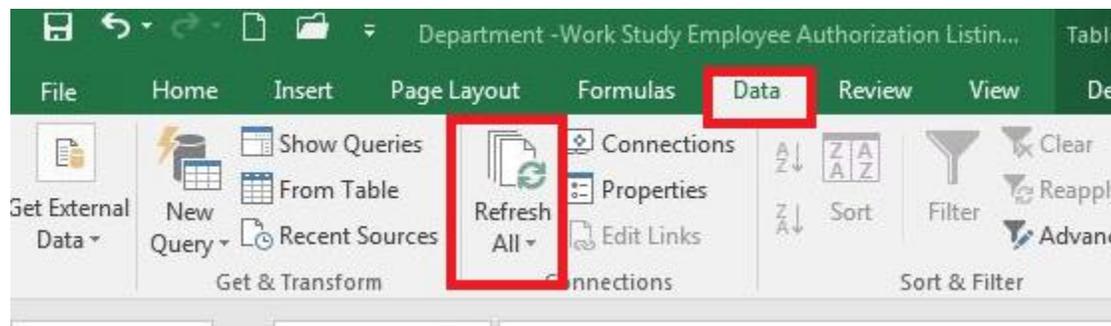
The 'Completed Requests' sheet will show you:

Earnings Limit

Weekly hours to maintain award

Hourly Wage

Tips-and-Tricks: 2020 W-4 Form

The Tax Cuts and Jobs Act (TCJA) made significant changes to tax rates, deductions, tax credits and personal exemptions, beginning in 2018. The IRS released new withholding tables for 2018 and 2019, but Form W-4 remained largely unchanged, continuing to feature an entry for number of withholding allowances. Prior to the TCJA, most withholding allowances were based on personal exemptions (i.e., one each for the employee, any spouse and dependents), yet the TCJA had changed the value of personal exemptions to zero.

Major Changes to the 2020 Final Form W-4 Include:

- Number of withholding allowances eliminated
- New Marital Status - Head of Household (with associated tax tables)
- Lines to claim exemption from withholding were removed

QUICK TIPS

Historically, Form W-4's title was 'Employee's Withholding Allowance Certificate.' The 2020 Form W-4 no longer calculates 'allowances,' so the title has been shortened to 'Employee's Withholding Certificate.'

For 2020, all employees need to complete steps 1 and 5 in the new W-4. Steps 2, 3, and 4 are only completed if certain criteria apply.

Step 1: Enter Personal Information:

All students must complete this step. If a student does not fill out the form, RWU is required to calculate their withholding as 'Single,' withholding their taxes at the higher 'Single' rate.

Below the personal information fields in Step 1, there are **Steps 2 through 4**. Most likely, these steps will not apply to students if they are single with only one job.

Step 5: Sign the form:

Easy enough, right? Okay.
Keep in mind that if the student does not sign the form, it is invalid. That means RWU will disregard your student's new W-4 selections and withholding, and instead calculate their withholding as 'Single' with no other adjustments.

Step 5: Sign Here	Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.	
	▶ _____ Employee's signature (This form is not valid unless you sign it.)	▶ Date

Claims of exemption from withholding:

If a student's 2020 total gross income is below the taxable income limit of $9,875, they may not be required to file a 2020 tax return (single filing status under the age of 65).

If a student's income is below the amount of the filing requirement and no other filing requirements apply, they do not owe federal taxes on their income and they do not have to file a federal income tax return.

Qualifying employees/student's may still claim exemption from withholding; i.e., if an employee both (1) owed no federal tax in 2019 and (2) expect to owe no federal income tax in 2020.

To claim exemption from withholding, the student must certify that they meet both conditions above by **writing 'Exempt'** on Form W-4 in the space below **Step 4(c)** and **completing Steps 1 and 5**. Claims of exemption from withholding must be established annually.

Step 4 (optional): Other Adjustments	**(a) Other income (not from jobs).** If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income	4(a)	$
	(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here	4(b)	$
	(c) Extra withholding. Enter any additional tax you want withheld each **pay period** .	4(c)	$

It is important to note: Employees or students with current W-4 forms on file with RWU will **NOT** need to update their form unless they have a change in personal status or choose to change or update their withholding.

Even though the IRS does not require all employees to complete the revised form and even if your tax situation has not changed, it is recommended that you perform a "paycheck checkup" to see if you need to make adjustments to your current withholding. You can estimate your liability using the [IRS tax calculator](#).

Employers must require **new hire** employees complete Form RI W-4 in addition to Federal Form W-4.

Effective January 1, 2020, RWU must have **new hire** employees complete Form **RI W-4** showing the number of dependents or other personal exemptions claimed. Employers can no longer rely on federal withholding certificates (Federal Form W-4) in computing both the Federal withholding and the [Rhode Island withholding](#) for employees.

Form RI W-4 will be added to the Etrieve: Work Student Employment Authorization form shortly. Until then, please upload a completed Form RI W-4 for all new hire employees.