Employment Process:

□ Students newly employed at UIW must go to Human Resources (HR) to complete the forms indicated below. Returning students who have previously been employed with UIW do not have to complete this step.
  o I-9 (open with Internet Explorer) I-9 requires two original forms of ID, copies not permitted
  o W-4
  o Direct Deposit Authorization (optional)
  o Background Check (required depending on job duties)

□ HR will send the FWS agreement to Payroll for authorization and Web-time entry setup. Once set up, you will able to see your timesheet in BannerWeb. You CANNOT work until your Web-time entry setup is complete. Once you can access your timesheet in BannerWeb, you may begin working your normal schedule set by your supervisor.

Accessing your timesheet via BannerWeb:

  o Click “Employee Services” tab
  o Click “Electronic Time Keeping”
  o Select “Access my Time Sheet” then click “Time Sheet”
  o Click the clock icon 🕒 to clock in/out each work day
  o On the last day of each pay cycle, timesheets are to be submitted for approval by clicking the button at the bottom of your timesheet “Submit for Approval”.

Student Payroll Schedule

General Work Guidelines:

  o Work study students may not work more than 20 hours per week.
  o Students must clock in/out on BannerWeb and keep track of their hours worked.

Important Contacts:

<table>
<thead>
<tr>
<th>Human Resources</th>
<th>Payroll</th>
<th>Financial Assistance</th>
</tr>
</thead>
<tbody>
<tr>
<td>4th floor, Administration Bldg.</td>
<td>2nd floor, Administration Bldg.</td>
<td>1st floor, Chapel Bldg.</td>
</tr>
<tr>
<td><a href="mailto:uiwhr@uiwtx.edu">uiwhr@uiwtx.edu</a></td>
<td><a href="mailto:uiwpayroll@uiwtx.edu">uiwpayroll@uiwtx.edu</a></td>
<td><a href="mailto:finaid@uiwtx.edu">finaid@uiwtx.edu</a></td>
</tr>
<tr>
<td>210-826-6019</td>
<td>210-829-5860</td>
<td>210-829-6008</td>
</tr>
</tbody>
</table>

For more Federal Work Study information, please visit: [http://www.uiw.edu/finaid/wkpgeligibility.html](http://www.uiw.edu/finaid/wkpgeligibility.html)