



University of the Incarnate Word
Office of Financial Assistance
Federal Work Study (FWS) Information Sheet


4301 Broadway, Box 308
San Antonio, TX 78209
Phone: (210) 829-6008
Fax: (210) 283-5053
finaid@uiwtx.edu
www.uiw.edu/finaid

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.
 - I-9 (open with Internet Explorer) I-9 *requires two original forms of ID, copies not permitted*
 - W-4
 - Direct Deposit Authorization (optional)
 - 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 be 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:

- Click “Employee Services” tab
 - Click “Electronic Time Keeping”
 - Select “Access my Time Sheet” then click “Time Sheet”
 - Click the clock icon  to clock in/out each work day
 - 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:

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

Important Contacts:

Human Resources
4th floor, Administration Bldg.
uiwhr@uiwtx.edu
210-826-6019

Payroll
2nd floor, Administration Bldg.
uiwpayroll@uiwtx.edu
210-829-5860

Financial Assistance
1st floor, Chapel Bldg.
finaid@uiwtx.edu
210-829-6008

For more Federal Work Study information, please visit: <http://www.uiw.edu/finaid/wkpgeligibility.html>