COMPLETING THE REVISED STUDENT EMPLOYMENT STATUS INFORMATION SHEET

Departmental Information

Step 1

Go to the Student Employment Forms webpage and select “Links to Required Paperwork.” You can reach it through the Student Employment Forms tab on the Financial Aid and APS Positions login page or through the Financial Aid webpage.
**Step 2**

Select “Student Employment Status Information”

**Step 3**

Login on the Single Server Sign-On Screen:
Step 4
Select “Complete This Form”

Welcome to Dynamic Forms

Duplicate Form Found

A copy of this form was submitted on: Wednesday, December 20, 2017 8:12 AM.

What would you like to do?
- Complete This Form
- Pending / Draft Forms
- Forms History
- Manage your Account

Step 5
The first page of the form provides instructions for completing the form as well as prompting you to input the Student’s first name, last name, and email address. **As the student will also login using the single server sign-on, please only use their official ETSU email address ending in “@etsu.edu” Please do not use personal email address, goldmail, or the “mail.etsu.edu” address. This will cause the student’s identification not to match when they try to complete the form.**

Instructions
You are only responsible for completing the Contract & Departmental Information. You will NOT be able to input the student's information. This is not a technological issue, if a box is gray and does not allow you to select it, you are not responsible for the contents of that box. This is the way the form flows to prevent as much human error as possible.

Form Participants

<table>
<thead>
<tr>
<th>Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

Continue
**Step 6**

Complete the contract and departmental information. Pay close attention to the notes throughout the form. You will notice the boxes for **Student Name**, **E-Number**, and **Email Address** are gray and you cannot select them. These will be completed by the student upon signing into the form via the link you just emailed them from the previous page. **Students should be on the lookout for an email from forms@etsu.edu.**

You will also notice you cannot enter the E in the Department Account # or the T in the Time Keeping Location. Only the numbers are needed. If you happen to be using an account that does not start with an E, please email Sarah Shanks at shankssa@etsu.edu.

The latest additions to this form are the fields to enter **Supervisor Name**, **Supervisor Phone**, and **Supervisor Email**. After listening to many suggestions, we have added these fields as a way to help track the progress of the employment process. By completing these optional fields, the supervisor will also receive emails regarding the status of the student’s contract, including Golden Ticket and approval emails.

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**DO NOT** allow students to work any hours until your department has received approval from the Office of Financial Aid. Failure to complete paperwork prior to the first date of employment/required contract date could result in substantial federal and/or state fines incurred by the university and paid by the hiring department.

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**Student Employment**

**Status Information Sheet**

<table>
<thead>
<tr>
<th>Term</th>
<th>2018-2019</th>
</tr>
</thead>
</table>

**Student Information**

- **Student Name**
- **E-Number**
- **Email Address**

**Employment Status**

- Retain

**Work Program**

- Federal Work Study (FWS)

**Supervisor Information**

- **Supervisor Name**
- **Supervisor Phone**
- **Supervisor Email**

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**Financial Aid**

- **Department Name**
- **Department Account #**
- **Time Keeping Location**
- **Grant # (If Applicable)**

- **Department Representative**
  - **Department Phone**
  - **Email Address**

- **Jan Doe**
  - **Supervisor Name**
  - **Supervisor Phone**
  - **Supervisor Email**
At the bottom of the page, you can select either Save Progress, to save the form and return to it at a later time, or Next to continue.

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**Step 7**

The final step for Departmental Representatives is to sign the form. It is recommended that you sign electronically by entering your name in the boxes as they appear and selecting Sign Electronically. **Electronic signature is preferred as it allows for optimal efficiency of the hiring process.** However, you do have the option to opt out of electronic signature and print the form. If you opt out and print, you will need to sign the form by hand and submit the original to the Office of Financial Aid for processing.

**Electronic Signature**

Please read the Disclosure / Consent before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the “Sign Electronically” button to save your information and submit your electronic signature.

Sarah

Shanks

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If you would like to opt out of electronic signature, please click the “Opt out and print” link below to save your information and print a local copy for your signature.

**Opt out and print**

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**Step 8**

Once you sign electronically, you will be taken to the screen below where you can print the form as is. **Note:** This will not show the student’s information as it has not been completed at this time.

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Thank you! Your form has been submitted.

[View Form PDF]
STUDENT INFORMATION

Step 1

Student will receive an email from forms@etsu.edu similar to the one below. Student will need to select the link within the email to be taken directly to the form.

From: forms@etsu.edu <forms@etsu.edu>
Sent: Monday, March 12, 2018 3:40 PM
To: [REDACTED]
Subject: Dynamic Forms: Student Employment Status Information Sheet - Signature Request

You are receiving this e-mail because Sarah Shanks needs your help in completing the Student Employment Status Information Sheet. Please click the link below to login to your site and then proceed to Pending / Draft Forms to complete the form. Click here to complete your section of the form.

Step 2

Student will login via the Single Server Sign-on.
Step 3

Once logged in, the student’s information will prefill in the **Student Name, E-Number, and E-mail Address** fields.

*DO NOT* allow students to work any hours until your department has received approval from the Office of Financial Aid. Failure to complete paperwork prior to the first date of employment/required contract date could result in substantial federal and/or state fines incurred by the university.

**Student Employment**

**Status Information Sheet**

<table>
<thead>
<tr>
<th>STUDENT INFORMATION</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Name</td>
<td></td>
<td>E-Number #</td>
</tr>
<tr>
<td>E-mail Address</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**EMPLOYMENT STATUS**

*Retain*  

**WORK PROGRAM**

*Federal Work Study (FWS)*

"*All FWS and RSWP student workers are REQUIRED to have a signed social security card on file for Payroll purposes.*"

Step 4

The student will select **Next**.

*DO NOT* allow students to work any hours until your department has received approval from the Office of Financial Aid. Failure to complete paperwork prior to the first date of employment/required contract date could result in substantial federal and/or state fines incurred by the university and paid by the hiring department.
**Step 5**

The final step for the student is to sign the form. It is recommended that you sign electronically by entering your name in the boxes as they appear and selecting **Sign Electronically**. **Electronic signature is preferred as it allows for optimal efficiency of the hiring process.** However, you do have the option to opt out of electronic signature and print the form. If you opt out and print, you will need to sign the form by hand and submit the original to the Office of Financial Aid for processing.

*Once the student has completed their section, the department will receive an email from forms@etsu.edu stating the student has complete their portion. This does not mean that the student is approved to begin working. This means the form will now be queued for Financial Aid review.*