

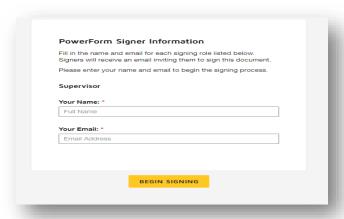
Quick Reference Guide (QRG)

Saving and naming your attachments: To ensure each submitted document will be indexed correctly, please use the following naming conventions.

- Employment Transaction Form (ETF)
- Signed ITS Appropriate Use Agreement Student Assistants
- FERPA Certification

Instructions

Step 1: Supervisor will enter the Name and Email and click Begin Signing



Step 2: Supervisor will complete the form and attach all documents in the required column. Note: Supervisor can attach as many documents required in the attachment field.

Work Study Submission Form Department: Supervisor Name: Contact Email: Contact Phone Number: Student Name(s): Attach Required Completed Documents for Work Study 1) Employment Transaction Form (ETF) 2) Signed ITS Appropriate Use Agreement Student Assistants 3) FERPA Certificate (Optional)

Step 3: Submit the forms after all required fields are completed. When done, click finish and keep a copy for your records.