



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

PowerForm Signer Information
 Fill in the name and email for each signing role listed below. Signers will receive an email inviting them to sign this document. Please enter your name and email to begin the signing process.

Supervisor

Your Name: *

Your Email: *

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.