

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”

[ETSU Financial Aid > Forms > Stu Employment](#)

Student Employment

[Counselors](#) [Scholarships](#) [FAFSA](#) [Forms](#) [Verification](#) [Academic Calendar](#)

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Required Paperwork for Work Study & APS

- [Academic Performance Scholarship \(APS\) Pre-Work APS Service Hours Request](#)
- [Academic Performance Scholarship \(APS\) Timesheet](#)
- [Acceptable I-9 Documentation](#)
- [APS Policy & Procedures](#)
- [APS Service Agreement](#)
- [Handbook for Student Workers At ETSU](#)
- [FWS and RSWP Intent to Re-Enroll](#)
- [Performance Appraisal of Student Employees](#)
- [Statement of Student Records Confidentiality & Conflict of Interest](#)
- [Student Employment Status Information](#)**
- [ETSU Scholarships Office](#)

Links for Required Paperwork


Step 3


Login on the Single Server Sign-On Screen:



EAST TENNESSEE STATE UNIVERSITY

Login to access secure systems.

 Username

 Password

SIGN IN

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

Student

First Name	Last Name	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>

[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.



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.

Student Employment Status Information Sheet

Term: Year:

STUDENT INFORMATION

<input type="text" value="*"/> Student Name	<input type="text" value="*"/> E-Number #	<input type="text" value="*"/> E-mail Address
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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.****

DEPARTMENT INFORMATION

<input type="text" value="*"/> Financial Aid Department Name	<input type="text" value="*"/> 00000 Department Account #	<input type="text" value="*"/> 000 Time Keeping Location	<input type="text"/> Grant # (If Applicable)
<input type="text" value="*"/> Sarah Shanks Department Representative	<input type="text" value="*"/> (423) 439-6935 Department Phone	<input type="text" value="*"/> shankssa@etsu.edu E-Mail Address	
<input type="text" value="*"/> Jane Doe Supervisor Name (if different from Dept. Rep.)	<input type="text" value="*"/> (423) 439-0000 Supervisor Phone (if diff. from Dept. Rep.)	<input type="text" value="*"/> doe12345@etsu.edu Supervisor Email (if diff. from Dept. Rep.)	

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.

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.

[Save Progress](#) [Next](#)

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

[Previous](#)

[Sign Electronically](#)

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](#)

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.***

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

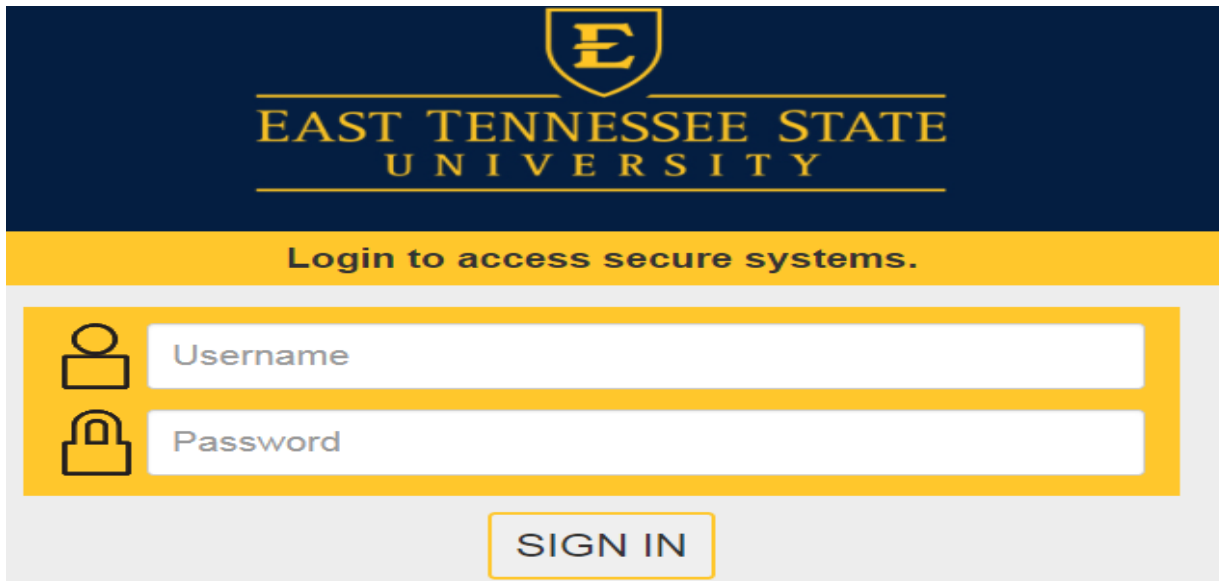
To: [REDACTED]

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.



The image shows a login form for East Tennessee State University. At the top, there is a dark blue header with the university's logo (a shield with a yellow 'E') and the text 'EAST TENNESSEE STATE UNIVERSITY' in yellow. Below the header is a yellow banner with the text 'Login to access secure systems.' in dark blue. The main form area has a yellow border and contains two input fields: 'Username' with a person icon and 'Password' with a lock icon. Below the input fields is a yellow button labeled 'SIGN IN'.

Step 3

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

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Student Employment Status Information Sheet

Term: FALL/SPRING (Aug 16-May 15) ▾

Year: 2018-2019 ▾

STUDENT INFORMATION

Student Name

E-Number #

E-mail Address

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.

Save Progress Next

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.

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.

██████████ ██████████

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](#)

****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.****