



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

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Employment Process:

- Students newly employed at UIW must complete the forms indicated below with Human Resources (HR). Returning students who have previously been employed with UIW do not have to complete this step, but may want to verify personal information with HR.
 - **I-9** (obtain from HR, requires two original forms of ID, copies not permitted)
 - **W-4** (obtain from HR)
 - **Direct Deposit Authorization** (optional)
 - Background Check (required depending on job duties)

- Once HR has processed your documents, Payroll will generate your timesheet. Once set up, you will be able to access your timesheet using the **Banner 9 Employee Dashboard** via Cardinal Apps. You **CANNOT** begin working until your timesheet appears online. Once you can access your timesheet, you may begin working your hours set by your supervisor.

Accessing your timesheet via Cardinal Apps:

- In Cardinal Apps, click the button labeled “**Banner 9 Employee Dashboard**”
- Click the button labeled “**Enter Time**”
- Click on “**Start Timesheet**” for the pay period you are entering time. Once you have started a timesheet for that period, the status will change to “**In Progress**” the next time you log in.
- After selecting the current pay period, you may clock in and clock out by clicking on the corresponding buttons. 
- On the last day of each pay period, timesheets are to be submitted for approval. To review your timesheet, click the “**Preview**” button at the bottom of the page. If the hours displayed are correct, click on “**Submit**” to route your timesheet for approval.



Helpful Resources

- [Detailed Time Entry Instructions](#)
- [Student Payroll Schedule \(Semi-Monthly Payday\)](#)
- [Federal Work Study Handbook](#)

General Work Guidelines:

- Work study students may not work more than 20 hours per week.
- Students must clock in/out through the Banner 9 Employee Dashboard and keep track of hours worked.

Important Contacts:

Human Resources

5th floor, Founders Hall.
uiwhr@uiwtx.edu
210-826-6019

Payroll

5th floor, Founders Hall
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>