


Login to: <http://rwucentral.etrive.cloud>  
Must use Google Chrome



Click  icon to enter RWU firewall for extra security.



Login using your RWU computer credentials.







NOTE: If a student wants to complete a 'Change of Job' form, they will need to

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- ✚ If you are the alternative supervisor for ADP completing the authorization form, the supervisor will need to sign off on the form before going to Financial Aid for approval.

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Enter your department's overage GL account number. Please be advised, the only object code that is acceptable for student payroll overages is either 50621 or 50622. (50621 for student research assistants and 50622 for all other students).

- ✚ Do not include any dashes
- ✚ Ensure you are using one of these two object codes.

Should you receive an error message, it is likely that this GL does not currently exist in our file suite. Please simply email me at [nturner@rwu.edu](mailto:nturner@rwu.edu) with the GL that you are trying to use. Please keep in mind, for any accounts, which are not in the file suite currently, once added, you will not be able to complete your form until the next day after the warehouse updates.

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Enter a tentative begin date. The supervisor(s) will receive an email notification when the student is officially able to begin working.

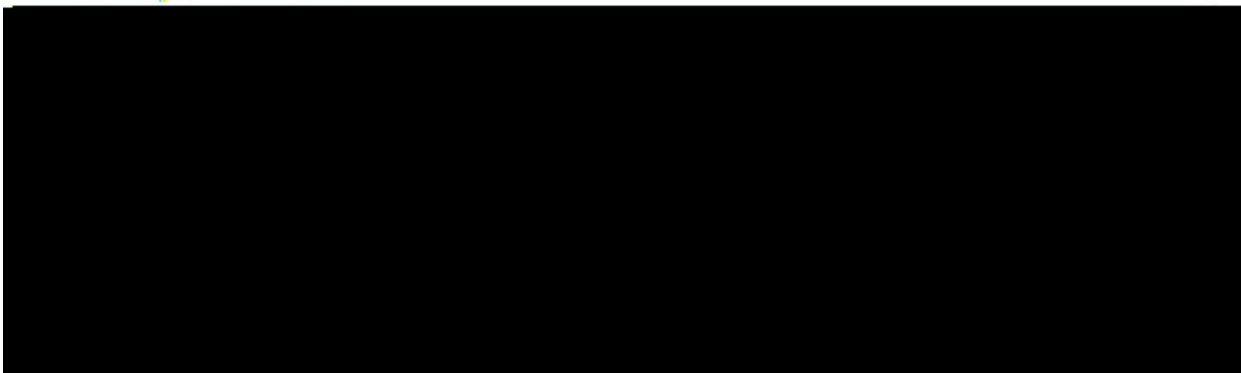
Enter a provisional end date. Please note, in order to close out the fiscal year in a timely manner, all students must stop working the last pay period ending in June. (Example, 2019-2020: Student must stop working 06/19/20).



You may add a comment to provide better communication amongst departments. Some items may be, but not limited to, clarification on supervisor listing, begin/end date, direct deposit preference etc.



The



following four attachments are only required if you have checked 'YES' to being a first time RWU employee in the student information section.



Please submit ' attachment that requirements however, you must check off all four requirements.

- Attachment must be in PDF format.

Etrieve can only handle PDF attachments at this time. Apparently, the system will allow the upload of some other types (specifically PNG files), but the attachment itself is not viewable.

- Your student's authorization form may be returned to the submitter to re-upload in PDF format.

There is no way for us to delete the " bad" attachments at this point. The good news is that once again this is a scheduled enhancement – although likely not available until next year.

There may be some restrictions as to what you can name your document.



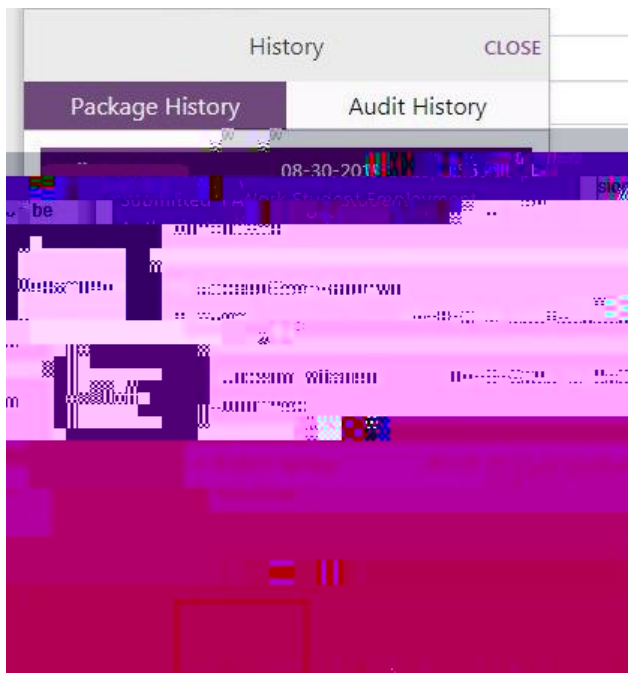
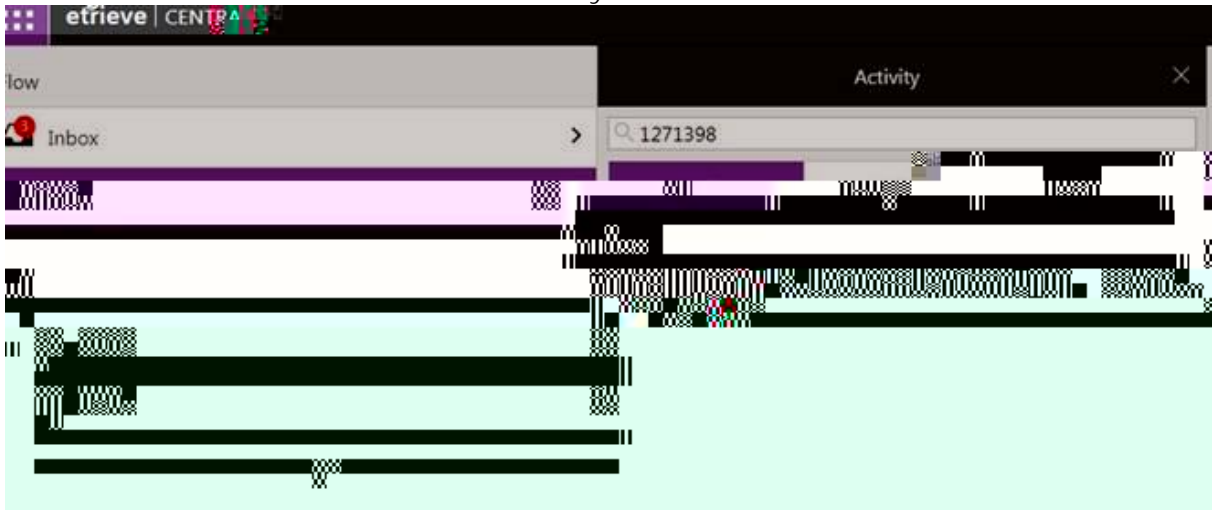
## Wondering Where Your Student's Work-Study Authorization is in the Employment Process?

### GREAT NEWS! NOW YOU HAVE FULL ACCESS!

There are two ways to access updates on where your work-study student is in the employment process:

#### OPTION #1:

1. Login to Etrieve. Go to 'Activities' and type either the student ID or student's last name. Click on the form to bring it up. At the bottom is a 'History' tab, which will give you the time stamps of where the authorization has been and currently stands.



If an authorization is returned to the supervisor (originator) for correction, a comment will be left in the 'History' field indicating what exactly needs correcting.





OPTION #2:

2. Login to Etrieve. The FA – Work Student Employment Authorization form has an excel listing for supervisors to download. It is advisable you download this spreadsheet to your desktop. The spreadsheet will show supervisors only their students. Each tab within the spreadsheet helps to identify where your work-study student is in the employment process. You may need to 'REFRESH' once you open the spreadsheet to ensure you are

y.2004B00480048005>20003005005200030048500510056>400580055>3004830003>50



# WHEN CAN YOUR STUDENT BEGIN WORKING?

There are **three**







The 'Completed Requests' sheet will show you:


Earnings Limit

Weekly hours to maintain award



The Tax Cuts and Jobs Act (TCJA) made significant changes to tax rates, deductions, tax credits and personal exemptions, beginning in 2018. The IRS released new withholding tables for 2018 and 2019, but Form W





Even though the IRS does not require all employees to complete the revised form and even if your tax situation has not changed, it is recommended that you perform a “paycheck checkup” to see if you need to make adjustments to your current withholding. You can estimate your liability using the [IRS tax calculator](#).

Employers must require employees complete Form RI W-4 in addition to Federal Form W-4.

Effective January 1, 2020, RWU must have employees complete Form showing the number of dependents or other personal exemptions claimed.

Employers can no longer rely on federal withholding certificates (Federal Form W-4) in computing both the Federal withholding and the [Rhode Island withholding](#) for employees.

Form RI W-