

HELP US HELP YOU

The Muskogee Work-study department has changed its workflow process.

Effective February 27, 2012 the work-study department initiated a new process.

What you will see.

Electronic document processing
Auto signature features for the VA office
Contracts and timecards send together.

What you won't see

Electronic Document storage
Improved Work-study Management system

What we need from Site-Supervisors.....

1. Send individual documents per email (**1 document per email**).
2. Do not put students info in subject line. There are five options. Please utilize these five options for the subject line. This will help us sort and process the incoming documents MUCH faster.
 - If sending an application, just put “**application**” in the subject line.
 - If sending a timecard, just put “**timecard**” in the subject line.
 - If sending a signed contract, just put “**signed contract**” in the subject line.
 - If sending a inquiry, just put “**inquiry**” in the subject line.
 - If sending a position description, just put “**PD**” in the subject line.
 - **FLORIDA AND SOUTH CAROLINA PLEASE PUT YOUR STATE INITIALS FIRST IN THE SUBJECT LINE.**
3. Send back the signed contracts. The system will not allow payment without this document. So if you send a timecard and did not send the signed contract, we will have to turn the timecard back delaying the payment process.

The Muskogee Work-study department will still receive faxes, however this may delay processing due to the electronic processing and storing of documents.

If you have large volumes of work-studies and have several coordinators that assist, it is highly encouraged for you to get a corporate mailbox to organize incoming electronic contracts and timecards. Please inform us of email corporate mailboxes.

PLEASE DO NOT SEND DUPLICATE APPLICATIONS AND TIMECARDS. ALL DOCUMENTS SENT TO THE WORK-STUDY CORPORATE MAILBOX ARE ARCHIVED.

