

Temporary Onboarding Process

- Candidates <u>CANNOT</u> start working until <u>after</u> a job offer is extended, they accept it, and submit all parts (online & in person) of the new hire Sign-On packet and work authorization documents.
- 1. Candidates must have applied to a valid job opening through <u>careers.fiu.edu</u>.
 - > All candidates **MUST** apply to a valid job opening before you submit the hire form.
 - If this is a Rehire to be hired on a Biweekly contract, it must be input through the online contract panel and not this New hire/Rehire form.
- 2. Hiring department submits Temporary New Hire form to temps@fiu.edu ONLY (If it is an Admin/Staff Additional Compensation request, this must go to Compensation department).
 - > To: <u>bbchr@fiu.edu</u>: Biscayne Bay Campus (BBC) HR for BBC Temporary hires.
 - Must notify the Recruiter of Remote hires and/or International hires without a SSN for separate instructions.
 - Candidates must wait to be assigned a SSN and receive the actual SSC to receive an official job offer to start working.

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FIU	FLORIDA INTERNATIONAL UNIVERSITY
Division of H	luman Resources

FLORIDA INTERNATIONAL UNIVERSITY Temporary Appointment/Student 15) Assistant New Hire/Rehire Form Date Prepared 07/21/2016 Prepared By Ext EMPLOYEE INFORMATION Select Status Status First Name Last Name Panther ID **Business Unit** Select Business Unit Department Select Department • Supervisor Name Supervisor ID Job Code/Title Working Title 9190 - Student Assistant Standard Hours Rate Type Select Rate Type Start Date Month 👻 / Day 👻 / Year 👻 End Date Month - / Day - / Year -Total Contract Rate Pay Periods Biweekly

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- 3. Job offer for new hires or new to your department is sent through electronic approvals (Do not send with approval signatures).
 - Signatures are only **required** only for **Reactivations** into same Job/Department.

Job Duties/Responsibilities

For Rehires, provide Justification/Explanation:

APPROVAL	
Department Manager	
Business Unit Head	
Human Resources	
Division of Sponsored Research	

- 4. If applicable: FIU criminal background check and/or fingerprinting request initiated.
- 5. After all is approved and cleared, an offer letter is generated for the candidate and the job offer is extended via the primary email on the application (form preparer copied).



- 6. The job offer email includes full instructions on accepting the job offer and submitting the online Sign-On (if applicable) located on the same page that they accept the offer.
- 7. Only after the candidate accepts the offer and submits the online Sign-On (Not Printed) will they then go in person to HR PC224 with all original work authorization documents to complete and submit just the supplemental forms (I-9, W-4, and Loyalty Oath).

*For Status updates, please email temps@fiu.edu and allow 48-72 hours to respond due to our volume.