HIRING FWS STUDENTS: SPRING

Returning FWS Hire: DO NOT SUBMIT A SPRING HIRE FORM FOR THE FOLLOWING FWS EMPLOYEES:

1. When you hired them in Fall, the hire form showed an award for Fall and Spring.
    a. All FWS will be put on leave of absence (LOA) in between Fall and Spring and automatically rehired for Spring **if** they are not graduating this semester.

New FWS Hire: (A New FWS hire is defined as a brand new FWS that DID NOT work for the University and/or your department within the last year)

In order to hire students new to the University or inactive for 1 year or more, they **must** meet the following criteria:

1. Be awarded Federal Work Study funds for the Spring semester and have accepted it.

2. Apply to your current FWS Job ID# opened for the current academic year as a "Prospective employee".

3. Then you must complete and submit the Spring FWS Hire Form through approvals for them.

4. The Recruiter will confirm the start date by receipt of the automated "ready to hire" or "hired" email to the hiring team. They must accept their offer online and follow all steps to submit their pre-boarding new hire sign-on, work authorization documents, and I-9 for E-Verify in a timely manner to start working.

5. Financial Aid sends important communications via a mass email regarding deadlines to hire, last day FWS students can work, or a list of eligible (not yet awarded) students you can interview and award if selected.

Further instructions may be found in the following page.
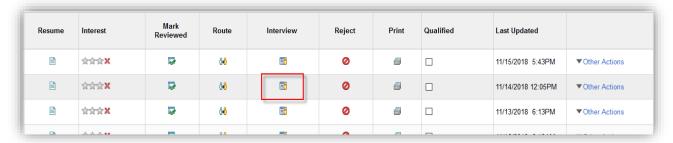
Before Submitting a FWS Hire Form

You will be required to input the **interview information** for all candidates interviewed for hire in your FWS position's applicant pool BEFORE submitting the FWS Hire Form.
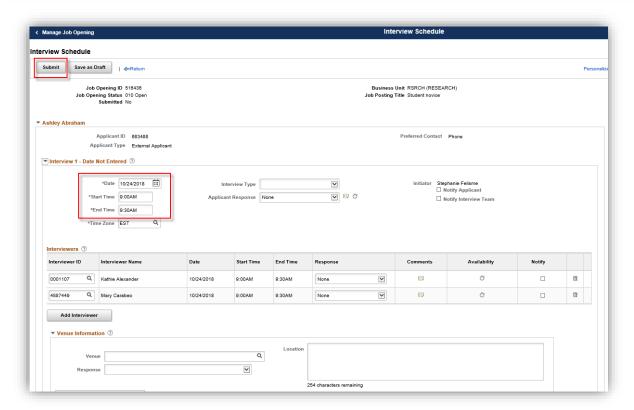
You will need the new FWS Job Opening ID number. This is the 6-digit number (i.e. 511620) associated to your department's FWS position number (i.e. 092-8003). Example:
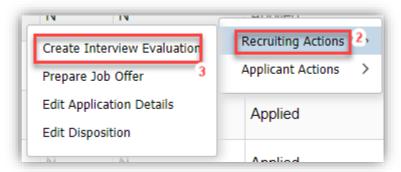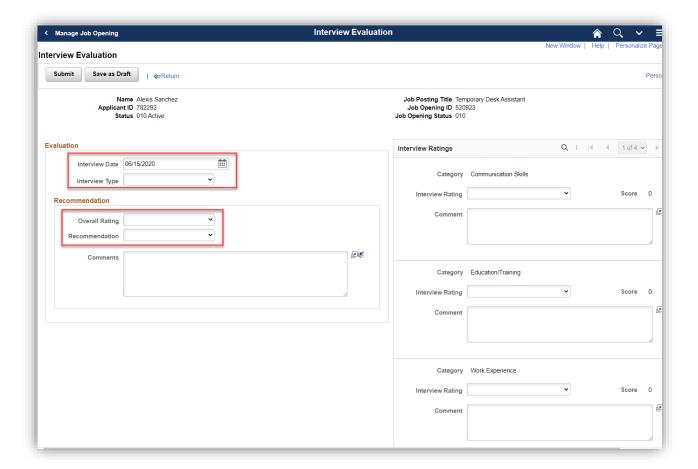

Navigate based on access role:

- TAM Hiring Manager role (access to manage the recruiting efforts of Admin/Staff/Temps, etc.):
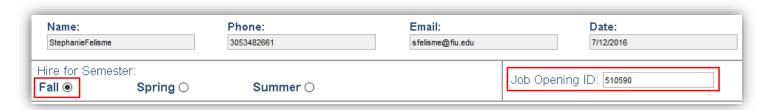 - Interview icon

- TAM Recruitment Liaison role (access to post and hire student assistant pay plans):
  - Other Actions>Recruiting Actions>Create Interview Evaluation
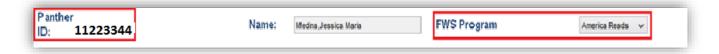
Submitting a FWS Hire Form

1. Select the Semester and Job Opening ID for which you would like to hire your Work-Study employee.

Name:	Phone:	Email:	Date:
StephanieFelisme	3053482661	sfelisme@fiu.edu	7/12/2016

Hire for Semester:

Fall ◉   Spring ○   Summer ○   Job Opening ID: 510590

2. Use the calendar icon to select the student's <u>estimated</u> effective start date. A calendar will appear to choose the date.

Effective Start Date:

◀◀ ◀	May 2016	▶ ▶▶

	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				

3. Type the student's Panther ID to populate the students Name and choose the FWS program (On Campus) from the drop-down list.

Panther ID: 11223344   Name: Medina,Jessica Maria   FWS Program   America Reads ⌄

4. Select your Business Unit and Department from the drop-down lists in order to populate the location and FWS Activity Nbr (75%). Once the 75% Activity Number drop-down list has been populated, select the appropriate number and enter the 25% Activity Number in the space provided directly below.
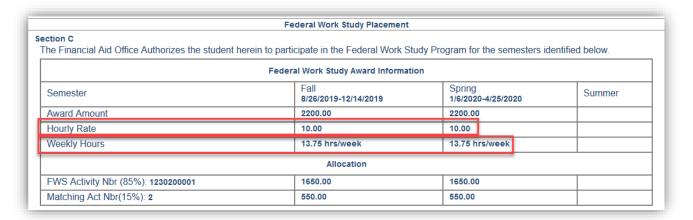
Section B
Department Information

Business Unit:	AAENR - ENROLLMENT SERVICES
Department:	123300000 - Office of Financial Aid
Location:	Charles E Perry (Primera Casa)
FWS Activity Nbr (85%):	215 Results Found
Matching Activity Nbr (15%):	

5. Entering the supervisor's Panther ID will populate the Supervisor's Name, Title, Email, and Phone.

Immediate Supervisor

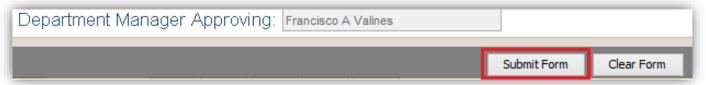| Supervisor ID: | |
Supervisor Name:	
Title:	
Email:	
Phone:	

6. Review Section C to confirm that the hourly rate and activity numbers are correctly generated. Make note of the student's estimated Weekly Hours based on their award. Example:

Federal Work Study Placement

Section C
The Financial Aid Office Authorizes the student herein to participate in the Federal Work Study Program for the semesters identified below.

Federal Work Study Award Information

Semester	Fall 8/26/2019-12/14/2019	Spring 1/6/2020-4/25/2020	Summer
Award Amount	2200.00	2200.00	
Hourly Rate	10.00	10.00	
Weekly Hours	13.75 hrs/week	13.75 hrs/week	
Allocation			
FWS Activity Nbr (85%): **1230200001**	1650.00	1650.00	
Matching Act Nbr(15%): **2**	550.00	550.00	

7. Once you have confirmed the information in Section C is correct, check the box next to the Hiring Department Agreement.

> ☐ HIRING DEPARTMENT AGREEMENT: THE HIRING DEPARTMENT WILL BE RESPONSIBLE FOR ENTERING HOURS WORKED IN THE PANTHERSOFT HR SYSTEM IN A TIMELY MANNER AND MUST MONITOR STUDENTS EARNINGS TO ENSURE THAT IT DOES NOT EXCEED THE AWARD AMOUNTS. ANY EARNINGS IN EXCESS OF THE FWS AWARD AMOUNTS AND/OR IN THE EVENT THAT A STUDENT BECOMES INELIGIBLE FOR THE FEDERAL WORK STUDY (FWS) AWARD, THE HIRING DEPARTMENT WILL BE RESPONSIBLE FOR ALL WAGES PREVIOUSLY PAID TO THE SUDENT UNDER THIS CONTRACT.

8. Click the "Submit Form" button.

Department Manager Approving: Francisco A Valines

Submit Form   Clear Form

9. You will receive a confirmation email once you have submitted the form.

We have received your request to hire a FWS student employee. Please advise your Department Manager Approver that the Federal Work Study Hire Form must be approved before the student can begin this appointment Upon approval, the form is automatically routed to HR Recruitment Services for processing.

DO NOT allow the student to begin to work until you receive email confirmation from the HR Recruitment office.

FWS Hire Form Information Received:

Panther ID	████
Name:	████████
FWS Program:	America Reads
Job opening ID	510065
Term	Summer
Effective Start Date	05/16/2016
Department:	123300000 - Office of Financial Aid
Location:	Charles E Perry (Primera Casa)
Business Unit:	AAENR - ENROLLMENT SERVICES
FWS Activity Nbr(75%):	████
Matching Activity Nbr(25%):	████
Supervisor ID:	████
Supervisor Name:	Diane M Mera

FWS Award Information:

Semester	Fall Spring Summer
Date:	5/16/2016-8/5/2016
Award Amt:	████
Hourly Rt:	████
Weekly Hrs:	16.67 hrs/week
FWS Alloc:	████
Match Alloc:	

Department Manager Approver: Francisco A Valines

10. Note that the **Department Manager Approver** will also receive an email with a link they must follow to approve or deny the Hire Form before it is routed to Human Resources. If the **Department Manager Approver** does not **APPROVE** the form, <mark>the Hire Form will not reach Financial Aid or Human Resources, the initial hiring process has not been completed and the student will not be hired.</mark>

Dear Francisco A Valines,

A FWS form has been submitted to you for approval. Please use the following link to review and approve the form:

Open form

Thank You

11. Once approved for your <mark>RETURNING</mark> FWS, they can start. Once approved for your <mark>NEW</mark> FWS, they cannot start until you receive the "Ready to Hire" email notification, which means all new hire documents are submitted.

Sample email once FWS hire form approved in workflow:

Dear StephanieFelisme,

Your FWS Hire form has been reviewed and approved.

Thank You

FWS Employment Presentation
Contact us for HR inquiries: fwshiring@fiu.edu