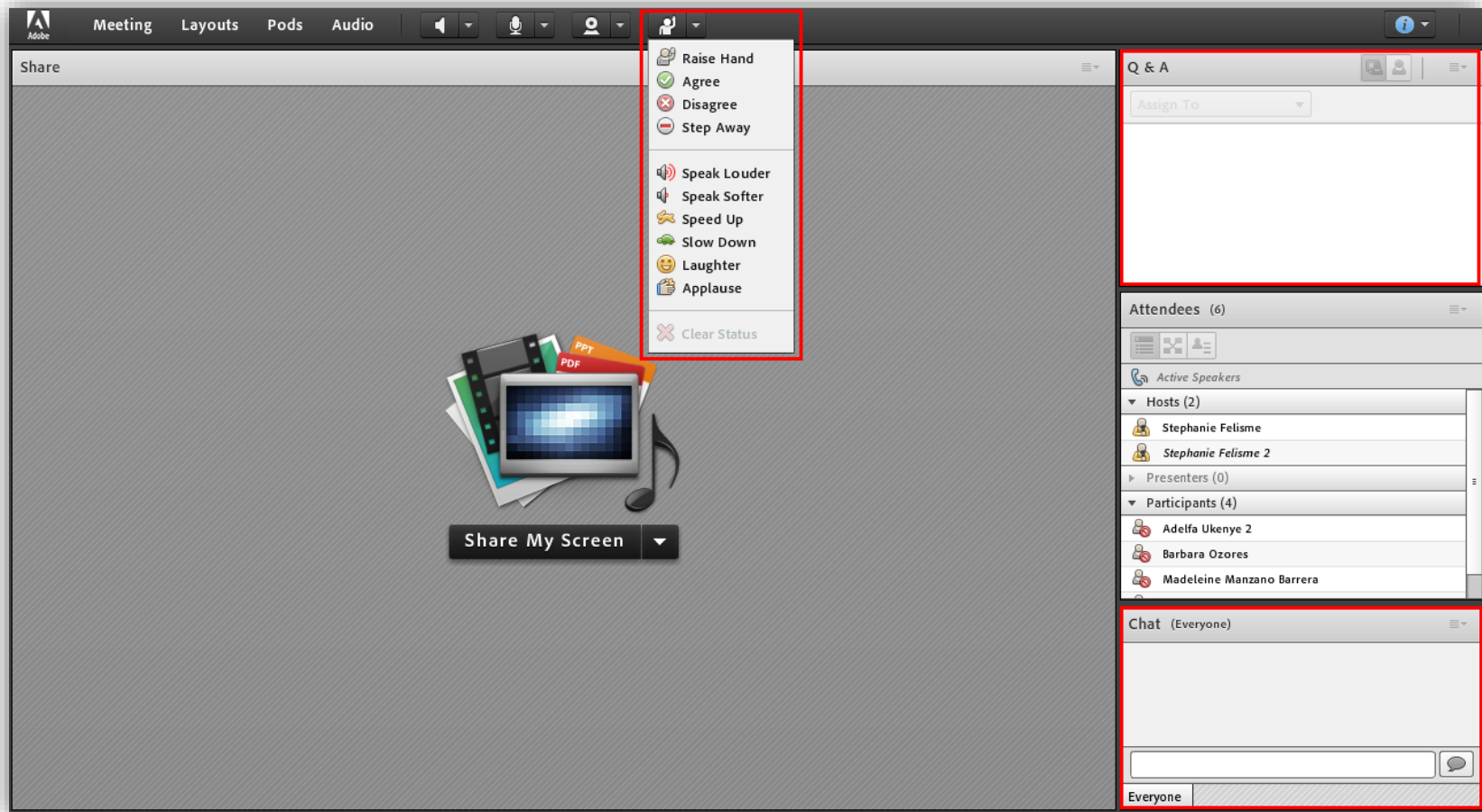


# ***Federal Work Study (FWS) Employment Workshop***

**Office of Financial Aid  
Division of Human Resources**

# Adobe Connect Functionality



# Today's Speakers



Adelfa Ukenye, Assistant Director  
Office of Financial Aid



Stephanie Felisme, Human Resources Manager  
Student & Alumni Employment  
Talent Acquisition and Management (TAM)



Shelly-Ann Davidson, Employee Labor Relations Specialist  
Employee and Labor Relations

# Agenda

- Federal Work Study (FWS) Program
- Hiring FWS Students
- FWS Action Forms
- Leading and Managing FWS Employees Performance
- Resources

# FEDERAL WORK STUDY PROGRAM

Adelfa Ukenye, Assistant Director  
Office of Financial Aid



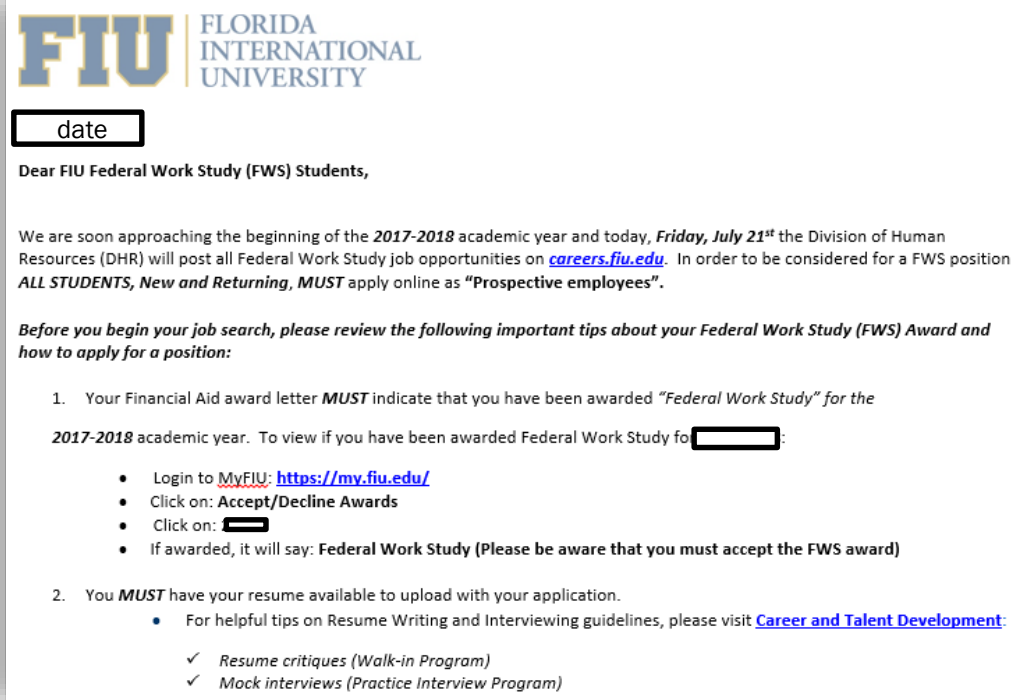
# What is Federal Work-Study?

- Provides part-time employment while students are enrolled in school.
- Students earn money to help pay education expenses.
- Available to undergraduate, graduate, and professional students.
- Available to full-time or part-time students.

**Federal Student Aid**  
*An OFFICE of the U.S. DEPARTMENT of EDUCATION*

# Federal Work Study Awards

- Students **MUST** be awarded and have accepted FWS award funds for the specific Academic year.
- Students will receive an email from Financial Aid with instructions on how to apply for FWS job opportunities.



**FIU** | FLORIDA INTERNATIONAL UNIVERSITY

date

Dear FIU Federal Work Study (FWS) Students,

We are soon approaching the beginning of the **2017-2018** academic year and today, **Friday, July 21<sup>st</sup>** the Division of Human Resources (DHR) will post all Federal Work Study job opportunities on [careers.fiu.edu](https://careers.fiu.edu). In order to be considered for a FWS position **ALL STUDENTS, New and Returning, MUST** apply online as “Prospective employees”.

**Before you begin your job search, please review the following important tips about your Federal Work Study (FWS) Award and how to apply for a position:**

1. Your Financial Aid award letter **MUST** indicate that you have been awarded “Federal Work Study” for the **2017-2018** academic year. To view if you have been awarded Federal Work Study for :
  - Login to MyFIU: <https://my.fiu.edu/>
  - Click on: **Accept/Decline Awards**
  - Click on:
  - If awarded, it will say: **Federal Work Study (Please be aware that you must accept the FWS award)**
2. You **MUST** have your resume available to upload with your application.
  - For helpful tips on Resume Writing and Interviewing guidelines, please visit [Career and Talent Development](#):
    - ✓ Resume critiques (Walk-in Program)
    - ✓ Mock interviews (Practice Interview Program)

## Financial Aid

## Award Package

Federal Aid Year **Acad year**

Your financial aid package has been revised based on updated information. Please review each award and corresponding message. You may Accept and/or Decline any or all of the awards that are currently available. Remember to 'Submit' your changes.

Last Updated: 06/09/2010 2:19:19PM

Status: Revised Package

Award	Category	Career	Offered	Accepted	Accept	Decline
<a href="#">Federal Pell Grant</a>	Grant	Undergraduate	4,600.00	4,600.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">Federal Work Study</a>	Work/Study	Undergraduate	\$ 2,000.00	\$ 2,000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">Estimate FL Medallion Schol-SP</a>	Scholarship	Undergraduate	1,425.00	<input type="text" value="1,425.00"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">University Grant</a>	Grant	Undergraduate	1,900.00	1,900.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">Estimate FL Medallion Schol-FA</a>	Scholarship	Undergraduate	1,425.00	<input type="text" value="1,425.00"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
DL - Federal Direct Loan Unsub	Loan	Undergraduate	0.00	0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
DL - Federal Direct Loan Sub	Loan	Undergraduate	0.00	0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>TOTAL</b>			<b>18,350.00</b>	<b>18,350.00</b>		

Currency used is US Dollar.

[accept all](#)

[decline all](#)

[clear all](#)

[update totals](#)

[SUBMIT](#)



# Steps for First Time Hiring Managers

- To attain a new FWS Activity number, the department must complete and submit the Activity Number & Department Maintenance Request Form to the Office of the Controller <http://finance.fiu.edu/controller/Forms.html>

## **Financials Systems and Support** [\(Top of page\)](#)

### • [Activity Number & Department Maintenance Request eForm](#)

- [Instructions to Requestor](#)
- [List of CIP Codes](#) by Department ID for Academic Programs currently offered by FIU. If the Department ID for the new activity is not on the list, please use 00.0000.
- [Auxiliary Packet](#) must be completed for all fund group 300 and sent to David Snider.
- For department changes, enter the existing department ID and ONLY COMPLETE the fields to be changed.

# Steps for First Time Hiring Managers

- Attain FWS Activity Number from Budget Manager.
- After you have an FWS Activity Number and Matching Activity Number, you can submit the FWS Posting Request Form to TAM through [myhr.fiu.edu](http://myhr.fiu.edu).

# HIRING FWS STUDENTS

Stephanie Felisme, Human Resources Manager  
Student & Alumni Employment  
Talent Acquisition and Management (TAM)



# Posting a new FWS Position

## Academic Affairs Forms

## Benefits Forms

## Compensation Forms

## Employee Labor Relations Forms

## Employee Records Forms

## Inclusion, Diversity, Equity & Access Forms

## Payroll Forms

## Recruitment Forms

⇒ [Candidate Reference Check Form \(Entry Level\)](#)

⇒ [Candidate Reference Check Form \(Leadership/Middle\)](#)

⇒ [Federal Work Study Change Form](#)

⇒ [Federal Work Study Hire Form](#)

⇒ [Federal Work Study Posting Request](#)

⇒ [Internship On Campus Assignment Learning Goals](#)

⇒ [Request For Waiver Of Bachelor Degree](#)

⇒ [Request for Promotion In Law Enforcement](#)

⇒ [Request to Post a Temporary Job Opening](#)

⇒ [Strategic Hiring Form](#)

⇒ [Temporary New Hire Form](#)

⇒ [Temporary/Student Change In Status Form](#)

⇒ [Temporary/Student Fee for Service Form](#)

- Must be a new posting where a position# was never created previously.
- FWS Posting Request Form in employee forms library.

# FWS Posting Request Form

- Working Title
- Job Summary
- Desired qualifications (if applicable)
  - Salary determined by TAM based on duties.



## Federal Work Study Posting Request Form

Name

Stephanie Felisme

Phone

3053482661

Email

sfelisme@fiu.edu

Date

7/12/2016

### Department Information

Org Department

Business Unit

Campus

Location

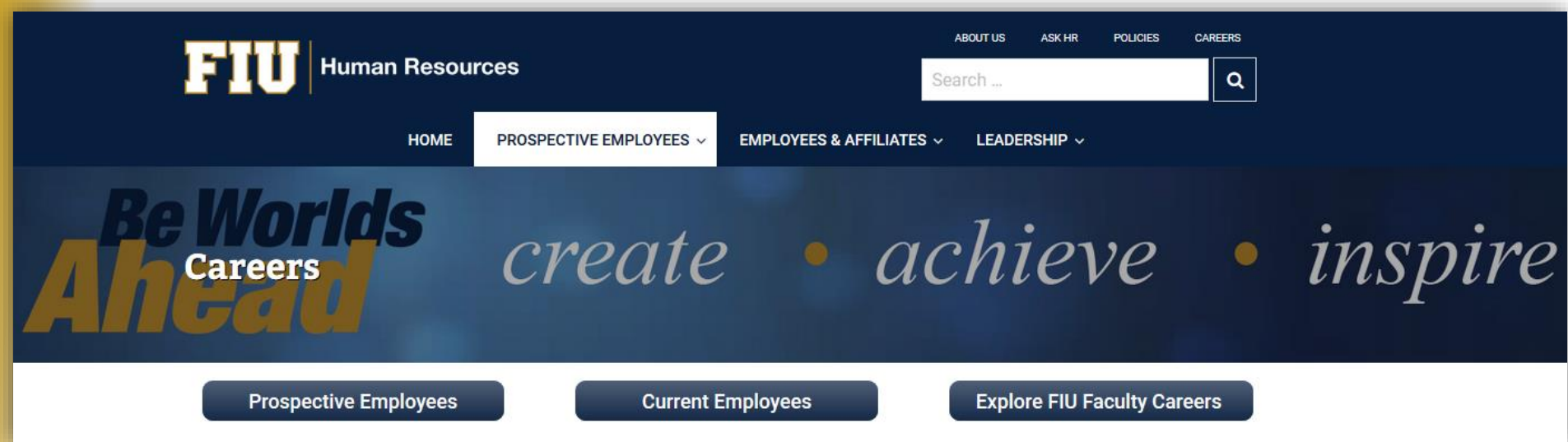
FWS Activity

FWS Program

# Finalizing Your FWS Posting

- TAM will email you the new Position Number.
- Go online to [myhr.fiu.edu](http://myhr.fiu.edu) and review your posting under browse job openings.
- Send changes or updates to [fwshiring@fiu.edu](mailto:fwshiring@fiu.edu).

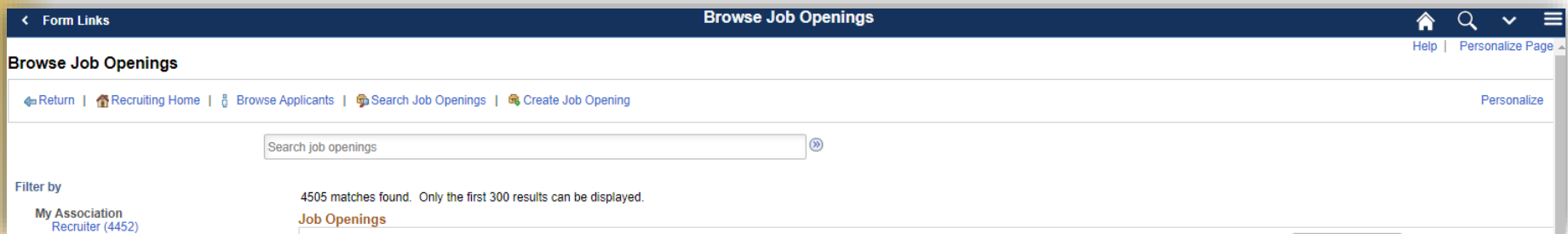
# How Can FWS Students Apply



- FWS postings will be available at careers.fiu.edu.
- FWS Student MUST be awarded and have accepted their FWS award.

# Reviewing FWS Applicant Pool

Human Resources admin>Main Menu>Recruiting>Browse Job Openings



The screenshot shows a web application interface for 'Browse Job Openings'. At the top, there is a dark blue header with 'Form Links' on the left and 'Browse Job Openings' in the center. On the right side of the header are icons for home, search, and a dropdown menu. Below the header, the page title 'Browse Job Openings' is displayed. A navigation bar contains links: 'Return', 'Recruiting Home', 'Browse Applicants', 'Search Job Openings' (highlighted), and 'Create Job Opening'. A 'Personalize' link is on the far right. Below the navigation bar is a search input field with the placeholder text 'Search job openings' and a magnifying glass icon. Under the search field, it says 'Filter by' and '4505 matches found. Only the first 300 results can be displayed.' There are two filter options: 'My Association Recruiter (4452)' and 'Job Openings' (highlighted in orange).

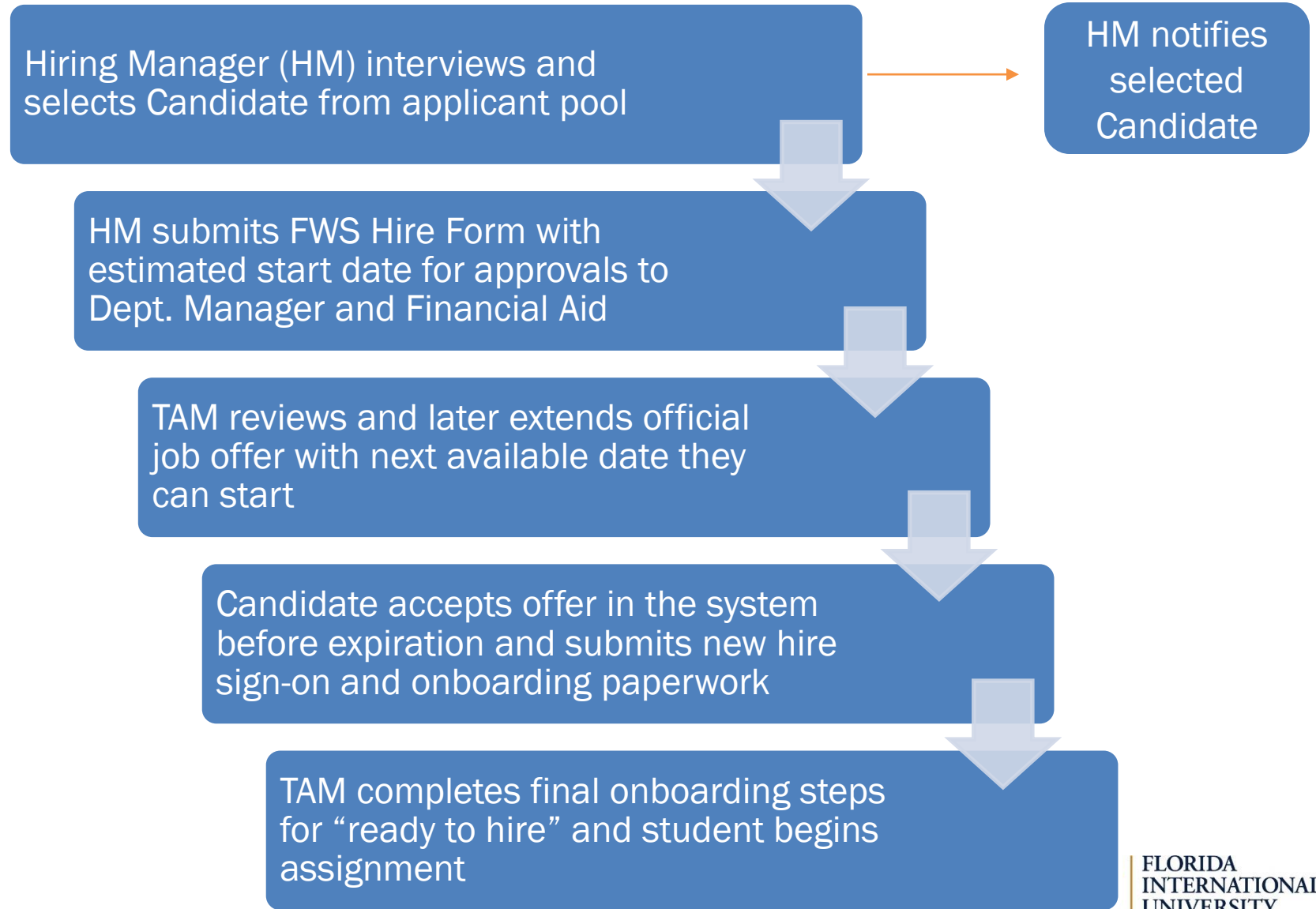
- Search job openings by 4-digit position#.
- Filter by open positions and FWS job family.



# Reviewing FWS Applicant Pool

Applicants												
Applicant Search		Applicant Screening		Activity & Attachments		Details						
All (27)	Applied (12)	Reviewed (0)	Screen (0)	Route (0)	Interview (0)	Offer (0)	Hire (0)	Hold (0)				
Applicants ?												
Select	Reviewed	Applicant Name▲	Applicant ID	Type	Vet Pref	Disposition	Panther ID	Currently Enrolled?	Academic Career	Credits	FWS Awarded?	Awarded Terms
<input type="checkbox"/>	<input type="checkbox"/>	Anna Espinosa	627485	External	N	Applied	5209329	Yes	Undergrad	16.000	No	
<input type="checkbox"/>	<input type="checkbox"/>	Annica Reneus	627144	External	N	Reject	5542487	Yes	Undergrad	13.000	Yes	Fall/Spring
<input type="checkbox"/>	<input type="checkbox"/>	Ariel Vizcaino	630127	Employee	N	Reject	5683505	No	Undergrad	14.000	Yes	Fall Only
<input type="checkbox"/>	<input type="checkbox"/>	Ashley Hahn	627203	External	N	Reject	5657751	Yes	Undergrad	15.000	Yes	Fall Only
<input type="checkbox"/>	<input type="checkbox"/>	Brandon Johnson	631728	External	N	Reject	3932964	No	Graduate	0.000	Yes	Summer
<input type="checkbox"/>	<input type="checkbox"/>	Breylis Riech	629485	External	N	Reject	5446744	Yes	Undergrad	18.000	Yes	Fall/Spring
<input type="checkbox"/>	<input type="checkbox"/>	Catalina Ortega	627742	External	N	Reject	5705558	Yes	Undergrad	13.000	Yes	Fall/Spring

# FWS Hiring Process



# Pre-Employment Requirements

TAM will initiate:	Candidate Must:
Nepotism check*	Accept job offer online
Background check* and Fingerprinting*	Complete online sign-on packet
Extend official job offer	Submit onboarding forms and work authorization documents

**Please note: Upon completion of onboarding, the Candidate can only begin employment on or after the first day of the specific Fall semester.**

\*if applicable

# Pre-Employment Requirements

Duties:	Yes or No
Working directly with and/or residing with minors and/or vulnerable persons	
Handling/managing cash, checks, cash transactions, gift cards, debit/credit cards, and/or cash equivalent.	
Information technology (IT) related functions	
Driving on behalf of the university (MVR Check only)	
Those working in the Athletics Department who travel with students to events	
Working within museums.	
Those working in the Office of Financial Aid, One Stop, or Office of the Registrar (Title IV access).	
Special trust, responsibility, and sensitive location	

# Once Your FWS is Onboarded

- Hiring manager should welcome student and introduce them to the team.
- A copy of the student's class schedule should be requested before arranging a work schedule each semester.
  - Students are not allowed to work during class time.
- Supervisor should inform student of his/her exact job duties and responsibilities.
- Clear expectations should be set.
- Supervisor should establish a clearly defined work schedule.
  - Please consider midterms and final exams.

# FWS ACTION FORMS

# FWS Hire Form Demo



All Search

Advanced Search

Human Resources

[Home](#) | [MyFIU](#) | [Worklist](#) | [Add to Favorites](#) | [Sign Out](#)

[Favorites](#) > [Main Menu](#) > [Self Service](#) > [Employee Resources](#) > [Employee Forms](#)

Academic Affairs Forms
Benefits Forms
Compensation Forms
Employee Labor Relations Forms
Employee Records Forms
Equal Opportunity Programs & Diversity Forms
Payroll Forms
Recruitment Forms

# FWS Change in Status via ePAF

## Change in Allocation:

- Submit an ePAF department budget transaction.

## Change in Rate:

- Submit an ePAF pay action transaction.
  - Must have worked with TAM regarding updates to the FWS position or transfer to higher FWS position level first.
  - Only use “other” unless notified that it is a “correction”.

## Change in Supervisor:

- Submit an ePAF data change transaction.

## Termination:

- Submit an ePAF termination transaction.
  - Separation of Employment/Transfer Clearance form must be attached.
  - For those who leave prior to FWS end date or graduate, etc.

The screenshot shows the 'ePAF Personnel Action Form' interface. At the top, it says 'Enter ePAF Transactions' and 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are two buttons: 'Find an Existing Value' and 'Add a New Value'. A section titled 'Search Criteria' contains several search fields: 'Request ID' (begins with), 'Empl ID' (begins with), 'First Name' (begins with), 'Last Name' (begins with), 'Business Unit' (begins with), 'Department ID' (begins with), 'Position Number' (begins with), 'Salary Plan' (begins with), 'Header Status' (dropdown), 'Batch processed' (dropdown), 'Transaction Type' (begins with), 'Originator ID' (begins with), and 'Effective date' (dropdown). At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.



# FWS Conditions of Employment

## Requirements

- Must be enrolled at least part-time: 6 credits-undergrad or 3 credits-grad
- Only work up to 20 hours per week. Up to 30 per week only during the following breaks:
  - winter break, spring break, and summer break

## One Department Only

- Students cannot use work study funding between two different departments during the same award period.

## Job Transfers

- Not allowed during the academic year typically, however with justification, transfers may be approved on a case by case basis.

## Performance Standards

- FWS employees are expected to meet the performance expectations of the role
- If an FWS employee is not meeting the expectations of the role, the employee may be separated from his/her role, upon the approval of Employee & Labor Relations

# LEADING AND MANAGING FWS EMPLOYEES PERFORMANCE

Shelly-Ann Davidson, Employee Labor Relations  
Specialist  
Employee and Labor Relations



# Management Must Manage

- Comply with University Policies and Procedures
- Establish clear/defined expectations; duties/responsibilities; goals/objectives
- Effectively communicate, provide coaching and feedback (positive and constructive)
- Manage behavior and performance consistently
- Follow through
- Always lead by example

# Performance Feedback

**Positive feedback** is an effective motivator – most employees want to obtain more recognition. *Recognition fosters more of the appreciated actions.*

**Constructive feedback** alerts an employee to an area in which performance can improve. *Constructive feedback is not criticism.*

## HOW to provide feedback?

- Timely
- Appropriately
- Descriptively – feedback should always be directed to the action, **not** the person

# Tips for Providing Effective Feedback

Effective feedback is specific, not general and is directed towards the action, not the person.

**General:** The report was good.

**Specific:** The report was submitted on time, well-written and made your points about the budget very clear and understandable.

# Tips for Providing Effective Feedback

Effective feedback always focuses on a specific behavior, not on a person or their intentions.

**Person:** You were rude at the last staff meeting.

**Behavior:** When you held competing conversations during the meeting, when Mary had the floor, you distracted the people in attendance.

# Benefits of Providing Feedback

- **Builds trust**
- Improves employee performance
- Improves employee morale and productivity
- Encourages and motivates self-improvement
- Helps employees with their career planning/development
- Helps employees understand where they stand in relation to the expected performance
- Take advantage of employee insights for improving operations/business
- Promotes teamwork and employee cohesiveness
- Identifies needed changes in human resource management practices

# When to Contact ELR

- If you are unsure how to handle an issue
- After you have verbally coached the employee on a matter and improvement is not sustained
- If an act is so egregious it must be addressed immediately beyond a verbal counseling (ex. physical fight)
- Prior to any involuntary separation (based on conduct or performance vs. end of appointment)



# Document, document, document

- Create a chronology of events (including dates and times)
- Documentation must be consistent for all employees and issues
- Provide specific examples
- Identify patterns
- Address the action, not the person
- Include feedback/responses provided by the employee

# Factors to Consider

Each case is reviewed on an individual basis using the following factors:

- University Policies and Procedures and Past Practices
- Nature and seriousness of the offense
- Impact to the work environment
- Pattern of behavior
- Previous corrective actions
- Amount of time since the last corrective action
- Possible Accommodations or Extenuating Circumstances
- Any other necessary factors

# Case Examples

- FWS employee is not meeting the expectations of the position.
- FWS employee is not able to work the scheduled hours.
- FWS employee has worked beyond the awarded hours. What now?
- FWS employee has a balance of funds/hours and the semester is ending. What now?
- FWS employee is asking to change job duties, schedule, etc.
- I need to request the FWS to perform other functions not listed on the job posting.

# Separations of Employment

## ELR

- Involuntary Separation
  - Conduct
  - Performance
  - Job abandonment

**All FWS Separations in advance of designated end date require:**

- **ePAF termination transaction.**
  - **Separation of Employment/Transfer Clearance Form must be attached.**

# RESOURCES

Stephanie Felisme, Human Resources Manager  
Student & Alumni Employment  
Talent Acquisition and Management (TAM)



# Timeline

July

October

February



FWS Postings go live  
starting the week of  
the announced date



FWS Awards  
cancelled after the 30<sup>th</sup>



All FWS Postings close to  
new applicants on the 28<sup>th</sup>

# FWS Hiring Toolkits

hr.fiu.edu

- Step-by-Step Instructions for:
  - Hiring Managers
  - HR Liaisons
- Webinar Recording/Slides

The screenshot displays the FIU Human Resources website. The top navigation bar includes the FIU logo, 'Human Resources', and links for 'ABOUT US', 'ASK HR', and 'P'. A search bar is also present. Below the navigation bar, a menu lists 'HOME', 'PROSPECTIVE EMPLOYEES', 'EMPLOYEES & AFFILIATES', and 'LEADERSHIP'. The 'LEADERSHIP' menu is expanded, showing a list of categories: 'RECRUITMENT & ONBOARDING', 'PAYROLL & COMPENSATION', 'PERFORMANCE MANAGEMENT', 'LEADERSHIP DEVELOPMENT', and 'MANAGING AT'. Under 'RECRUITMENT & ONBOARDING', the link 'Hiring FWS Employees' is highlighted with a red box. Other links in this category include 'Independent Contractor or Employee?', 'Recruitment Process', 'Hiring Student Employees', 'Hiring Temporary Employees', 'Search & Screen Process', 'New Employee Orientation & Onboarding', 'Hiring Compliance', and 'Manager Onboarding Checklist'.

RECRUITMENT & ONBOARDING	PAYROLL & COMPENSATION	PERFORMANCE MANAGEMENT	LEADERSHIP DEVELOPMENT	MANAGING AT
Independent Contractor or Employee?	Time / Leave Submission & Approval	Providing Feedback	Organizational Development	Manager Regul
Recruitment Process	Submit & Approve Contracts	Performance Excellence Process	New Manager Resources	Organizational
<b>Hiring FWS Employees</b>	Payroll Detail Report	PEP Toolkit	LEAP Program	Position Reclas
Hiring Student Employees	Payroll Transfers	Promotion Process		Layoff Process
Hiring Temporary Employees	Fringe Benefit Pool	Managing Performance		Leave of Absen
Search & Screen Process	Off-Cycle Request Process	Demotion Process		Sick / Catastro
New Employee Orientation & Onboarding	Over-payment Process/Collections			Worker's Comp
Hiring Compliance	On-call Pay Guidelines			Conflict Resolu
Manager Onboarding Checklist	Cellphone Allowance Guidelines			Disciplinary Pro

# FWS Hiring Toolkits

**hr.fiu.edu**

- Step-by-Step Instructions for:
  - Student candidate/finalist resources





# We Are Here for You!

## Financial Aid Office

Adelfa Ukenye, Assistant Director / [ukenyea@fiu.edu](mailto:ukenyea@fiu.edu)

## Job Postings / Hiring

Stephanie Felisme, HR Manager / [fwshiring@fiu.edu](mailto:fwshiring@fiu.edu)

Talent Acquisition & Mgmt. main line (305) 348-2500

## Employee Labor & Relations

[elr@fiu.edu](mailto:elr@fiu.edu) / (305) 348-4186

## Payroll / Timesheets / Paychecks inquiries

DHR Customer Service Center (305) 348-2181

## Americans with Disabilities Act (ADA)

Office of Disability Resource Center

Modesto Maidique Campus: (305) 348-3532

Biscayne Bay Campus: (305) 919-5345



# Getting Credit for Attending Today

## Go to:

- [go.fiu.edu/fwsworkshop](http://go.fiu.edu/fwsworkshop)
- Use your MyAccounts Username
- Complete Survey



The screenshot shows a web form for receiving professional development credit. At the top is the FIU logo and the text 'FLORIDA INTERNATIONAL UNIVERSITY Division of Human Resources'. Below this is a 'Webinar Date' dropdown menu. A paragraph of instructions follows: 'In order to receive professional development credit for attending the FWS Employment 2017-2018 Webinar please provide your FIU username. (Your username is your FIU email address minus the “@fiu.edu” portion)'. Below this is a text input field for the username. Then, a question is asked: 'What is one thing you learned from the FWS Employment 2017-2018 Webinar? (Required to receive credit)'. Below this is a large text area for the answer. At the bottom left is a '>>' button.

**FIU** | FLORIDA INTERNATIONAL UNIVERSITY  
Division of Human Resources

Webinar Date

In order to receive professional development credit for attending the FWS Employment 2017-2018 Webinar please provide your FIU username. (Your username is your FIU email address minus the “@fiu.edu” portion)

What is one thing you learned from the FWS Employment 2017-2018 Webinar? (Required to receive credit)

>>

**THANK YOU!**