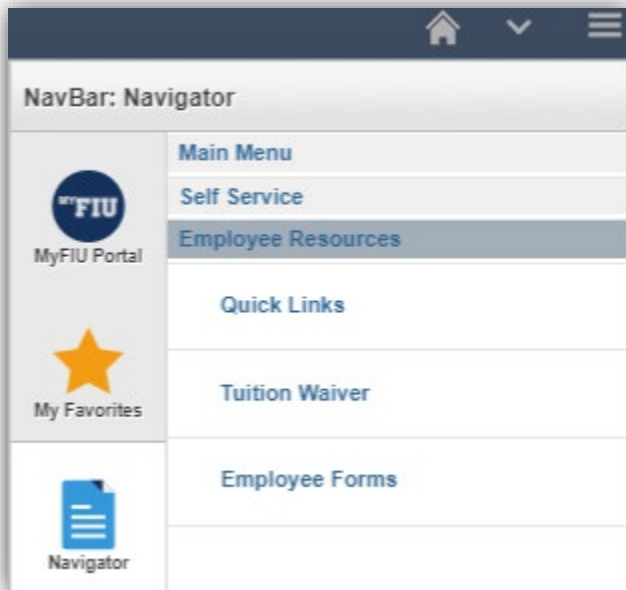


Temporary Onboarding Process

- ❖ Candidates **CANNOT** start working until **after** 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 careers.fiu.edu.
 - 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 ImageNow ONLY (If it is an Admin/Staff Additional Compensation request, this must go to Compensation department).
 - To: bbchr@fiu.edu: 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.

Navigation > Self Service or Manager Self Service > Employee Resources or Manager Resources > Employee Forms:



FIU | FLORIDA INTERNATIONAL UNIVERSITY
 Division of Human Resources

| | | | |
|---|---|---|---|
| FIU FLORIDA INTERNATIONAL UNIVERSITY | | Temporary Appointment/Student Assistant New Hire/Rehire Form | |
| Date Prepared | <input type="text" value="07/21/2016"/> | Prepared By | <input type="text"/> |
| | | Ext | <input type="text"/> |
| EMPLOYEE INFORMATION | | Status | <input type="text" value="Select Status"/> |
| First Name | <input type="text"/> | Last Name | <input type="text"/> |
| Panther ID | <input type="text"/> | | |
| Business Unit | <input type="text" value="Select Business Unit"/> | Department | <input type="text" value="Select Department"/> |
| Supervisor Name | <input type="text"/> | Supervisor ID | <input type="text"/> |
| Job Code/Title | <input type="text" value="9190 - Student Assistant"/> | Working Title | <input type="text"/> |
| Standard Hours | <input type="text"/> | Rate Type | <input type="text" value="Select Rate Type"/> |
| Start Date | <input type="text" value="Month / Day / Year"/> | End Date | <input type="text" value="Month / Day / Year"/> |
| Rate | <input type="text"/> | Total Contract Rate | <input type="text"/> |
| Pay Periods | <input type="text"/> | Biweekly | <input type="text"/> |
| Job Duties/Responsibilities: | | | |
| <input type="text"/> | | | |
| For Rehires, provide Justification/Explanation: | | | |
| <input type="text"/> | | | |

- 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.

| | |
|--------------------------------|----------------------|
| APPROVAL | |
| Department Manager | <input type="text"/> |
| Business Unit Head | <input type="text"/> |
| Human Resources | <input type="text"/> |
| Division of Sponsored Research | <input type="text"/> |

- If applicable: FIU criminal background check and/or fingerprinting request initiated.
- 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).



Division of Human Resources

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.**