



HIRING FWS STUDENTS:
FALL



Returning FWS Hire: (Returning FWS hire is defined as a FWS that worked for the University and/or your department less than 1 year ago)

In order to hire students returning to work for the same position as the past semester, they **must** meet the following criteria:

1. Be awarded Federal Work Study funds for the current academic semester.
2. Apply to your new FWS Job ID# opened for the Fall 2017 academic semester as a “Prospective employee”.
3. You must complete and submit a FWS Hire Form for them.
4. The Recruiter will confirm in the official job offer those that may not need to complete additional new hire paperwork, however they must accept their offer online in a timely manner to be able to start working.

Further instructions may be found in the following page.

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 current academic semester.
2. Apply to your new FWS Job ID# opened for the Fall 2017 academic semester as a “Prospective employee”.
3. You must complete a FWS Hire Form for them.
4. The Recruiter will confirm the start date in the official job offer, however they must accept their offer online and submit all new hire documents in a timely manner to start working.

Further instructions may be found in the following page.

Before Submitting a FWS Hire Form

You will need the new FWS Job Opening ID number in order to complete the FWS Hire Form. This is the 6 digit number (i.e. 511620) associated to your FWS position number (i.e. 092-8003).

Search Results ?						
Select	Job Opening▲	Job ID▲	Status	Type	Category	Recruiting Location
<input type="checkbox"/>	Southeast Env Research Ctr - Student Associate/ 092-8003	511620	Open	Standard Requisition	<input type="checkbox"/>	Modesto A. Maidique Campus

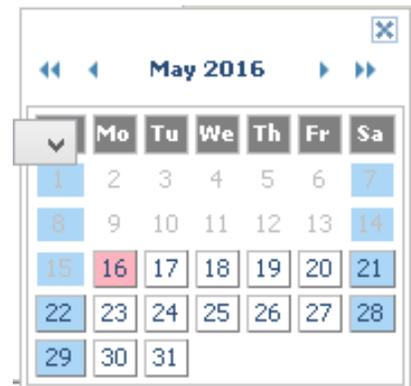
Submitting a FWS Hire Form

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

Name: <input type="text" value="StephanieFelisme"/>	Phone: <input type="text" value="3053482661"/>	Email: <input type="text" value="sfelisme@fiu.edu"/>	Date: <input type="text" value="7/12/2016"/>
Hire for Semester: <input checked="" type="radio"/> Fall <input type="radio"/> Spring <input type="radio"/> Summer			Job Opening ID: <input type="text" value="510590"/>

2. Use the calendar icon to select the student's **estimated** effective start date. A calendar will appear to choose the date. This date will be changed by the Recruiter depending on pre-employment clearance and approvals.

Effective Start Date:



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

Panther ID: <input type="text" value="2923892"/>	Name: <input type="text" value="Medina, Jessica Maria"/>	FWS Program: <input type="text" value="America Reads"/>
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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 (75%):	1 Results Found
Matching Activity Nbr (25%):	

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.

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	Spring	Summer 5/16/2016-8/5/2016
Award Amount			4000.00
Hourly Rate			20.00
Weekly Hours			16.67 hrs/week
Allocation			
FWS Activity Nbr (75%): 1233000064			3000.00
Matching Act Nbr(25%): 1233000064			1000.00

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:

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: [REDACTED]
Name: [REDACTED]
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%): [REDACTED]
Matching Activity Nbr(25%): [REDACTED]
Supervisor ID: [REDACTED]
Supervisor Name: Diane M Mera
FWS Award Information:
Semester: Fall Spring Summer
Date: 5/16/2016-8/5/2016
Award Amt: [REDACTED]
Hourly Rt: [REDACTED]
Weekly Hrs: 16.67 hrs/week
FWS Alloc: [REDACTED]
Match Alloc: [REDACTED]

Department Manager Approver: Francisco A Valines

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10. Note that the **Department Manager Approver** will receive an email (from: hrinow@fiu.edu) with a link they **must** follow to approve or deny the Hire Form before it is routed to Financial Aid for approval and then Human Resources. Sample email to Department Manager Approver:

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. If the **Department Manager Approver** does not **APPROVE** the form, **the Hire Form will not reach Human Resources, the initial hiring process has not been completed, and the student will not be able to start working.** 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](#)