



HIRING FWS STUDENTS:
SPRING



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

If your FWS student is returning to work the same position as the Fall, the initial FWS hire form **must** have shown that they were awarded Federal Work Study funds for both, Fall and Spring. If this is the case, then Employee Records will automatically rehire them based on a spreadsheet from Financial Aid. You will **not** need to submit another FWS hire form for Spring in this case.

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 a FWS student new to the University or inactive for 1 year or more and awarded FWS funds for Spring, the following steps **must** be followed:

1. FWS student **must** apply to the “FWS Student POOL (Spring 2018)” – Job ID# **513482**
2. Then you **must** contact **Stephanie Felisme** at sfelisme@fiu.edu in TAM HR with the student’s name, Panther ID#, and your FWS Job ID# or FWS Position# for which they will be hired on.
3. Once this information is provided, the FWS student’s application will be linked to your specified FWS Job ID#.
4. Once the student’s application has been linked to the correct FWS Job ID#, you will then be notified and can then submit the FWS hire form for the applicant.
5. 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 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

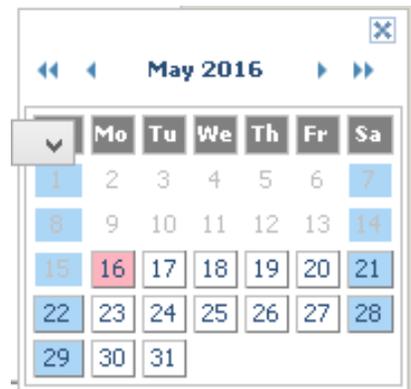
Submitting a FWS Hire Form

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

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

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

Effective Start Date:



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: 2923892	Name: Medina, Jessica Maria	FWS Program: 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 Weekly Hours.

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 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, **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.**

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](#)