

Temporary & Student FEE FOR SERVICE Onboarding Process

- ❖ *A Fee for Service is a one-time payment for a non-continuous assignment which is paid after the work is completed. It must meet the Fair Labor Standards Act (FLSA) exempt criteria and job description criteria as approved by Compensation. The Recruiter should be notified prior to starting a candidate, for prior approval.*
- ❖ Fee for Service candidates **CANNOT** start working until after the new hire form **with all level approval signatures** has been submitted to temps@fiu.edu (MMC) or bbchr@fiu.edu (BBC).
- ❖ It is the responsibility of the Hiring Department to then notify the candidate that their new hire form has been successfully submitted to TAM HR and to provide them with the following instructions to submit their Fee for Service new hire Sign-On packet (*HR will not accept their sign-on if there is no hire form in their queue*):

Regarding you being hired for a Fee for Service (one-time payment), you are now required to complete, print, and submit the Fee for Service Sign-On packet located here: <https://hr.fiu.edu/employees-affiliates/new-employee/#signon> to PC224 (MMC) or HL322 (BBC).

You will you need your Social Security Number, Direct Deposit information, and all work visa documents (if international) to complete the Sign-On packet.

Please note these forms must be printed and personally delivered to HR. You will need to bring the following documents, in addition to the Sign-On packet, to the Division of Human Resources in PC224 (MMC HR) or HL322 (BBC HR) (Hours: between 8:30AM and 4:30PM):

- New Employee Sign On Packet supplemental forms:
 - o Loyalty Oath
 - o Form I-9 Employment Eligibility Verification
 - o Form W-4
 - o Original Social Security Card (If you do not have original card please contact HR)

In addition to these documents you will need to bring in documentation for the Form I-9. Please review page 9 of the I-9 form for the list of acceptable documents that you can bring. You can choose to present from List A OR B and C. Also, an original social security card must be presented for W-4 purposes (even if not used for the I-9 form).

Do not use the “attachments” link unless you were authorized by the Recruiter and your hiring department to work remotely: out of State or the Country.

- ❖ If you are submitting for a large group of 10 or more, please send a spreadsheet with the last name, first name, and email address to temps@fiu.edu. This is so we can prepare for large submissions.

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EMPLOYEE INFORMATION		Status	Select Status
First Name	<input type="text"/>	Last Name	<input type="text"/>
Panther ID	<input type="text"/>	Department	Select Department
Business Unit	Select Business Unit	Supervisor ID	<input type="text"/>
Supervisor Name	<input type="text"/>	Working Title	<input type="text"/>
Job Code/Title	9190 - Student Assistant	Rate Type	Select Rate Type
Standard Hours	<input type="text"/>	End Date	Select Rate Type
Start Date	Month / Day / Year	Total Contract Rate	Bi-weekly
Rate	<input type="text"/>	Biweekly	Fee for Service
Pay Periods	<input type="text"/>		Hourly
Job Duties/Responsibilities:			
<input type="text"/>			

APPROVAL

Department Manager	<input type="text"/>	Date	<input type="text"/>
Business Unit Head	<input type="text"/>	Date	<input type="text"/>
Human Resources	<input type="text"/>	Date	<input type="text"/>
Division of Sponsored Research	only if paid on a project#	Date	<input type="text"/>