Temporary & Student Employment Workshop

Division of Human Resources
Adobe Connect Functionality
Today’s Speakers

Stephanie Felisme, Human Resources Manager
Temporary and Student Employment Services
Talent Acquisition and Management

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

- Hiring Temporary & Student Employees
- Temporary/Student Action Forms
- Volunteer & Intern Process (non-employees)
- Leading and Managing Temporary & Student Employees Performance
- Resources
HIRING TEMPORARY & STUDENT EMPLOYEES

Stephanie Felisme, Human Resources Manager
Temporary and Student Employment Services
Talent Acquisition and Management
Provide a brief explanation of why the candidate began working prior to completing the required onboarding process (i.e. background clearance, official job offer from Recruiter, new hire paperwork, etc.) \textit{& what corrective action will be taken for future Compliance.}

Direct Supervisor Signature

Print Name

Date

Business Unit Head Signature

Print Name

Date

HR-Recruitment Signature

Print Name

Date

This form must be scanned in and submit to \texttt{temps@fiu.edu} only.

(Attn: Temporary & Student Employment Services)

07/18/2016 – Daniel Correa

Version 11.13.2015
Job Codes

Temporary Appointment Job Codes
• 0012 Executive, Administrative, Managerial
• 0014 Clerical/Secretarial
• 0015 Technical/Paraprofessional
• 0016 Skilled Craft
• 0017 Maintenance/Services

Student Job Codes
• 9190 Student Assistant
• 9192 Federal Work Study (FWS)
• 9193 Student Course Assistant

❖ To be classified on a Student job code, must be enrolled at least part-time (6 credits-undergrad or 3 credits-grad).
❖ After graduating semester, must be changed to Temporary employee.

Definitions located at:
• Hr.fiu.edu> leadership> recruitment and onboarding> hiring temporary employees
• Hr.fiu.edu> leadership> recruitment and onboarding> hiring student employees
Conditions of Employment

Temporary Appointment (Non-Student)
• A department may hire an employee for a temporary appointment for the purpose of accomplishing one of the following:
  o Short-term assignment
  o Peak load assignment
  o Project-based assignment
  o Replacement of incumbent on Medical/FMLA defined leave

• Temporary Appointments are for a 2 year period only.

Student Assistant
• A department may hire a student employee to support day-to-day functional operations or for research opportunities within the units.

Student Course Assistant
• Assisting in a classroom course (such as Learning Assistant).
  • An employee classified as a Student Assistant may work up to 20 hours per week during the academic semester and up to 30 hours per week during the breaks.
Posting a Temp/Student Position

Complete and save the form as a PDF document (Do not print):

- Submit to temps@fiu.edu (for MMC positions) or
- Submit to bbchr@fiu.edu (for BBC, Jewish Museum, Metropolitan Center, Miami Beach Urban Studios, or South Beach Food & Wine positions).
  - Does not require approval signatures
  - Processed within 4 to 5 business days.
  - Remove/Close date will be provided to Preparer.

---

<table>
<thead>
<tr>
<th>Date Prepared: 07/29/2015</th>
<th>Prepared By: Stephanie Felisme</th>
<th>Extension #: 7-2661</th>
</tr>
</thead>
</table>

| Department: 156002000 - Recruitment Services | Job Code/Title: 9190 - Student Assistant |
| Working Title: Recruitment Assistant | Requested Rate/Range: $12.00 to $15.00 |
| Rate Type: Hourly | Standard Hours: 20 |
| Work Hours: M-F, 8:00AM to 12:00PM | Target Hire # 1 |
| Reports to Supervisor ID: 1396234 | Reports to Name: Cheiddy Vazquez |
| REASON FOR TEMPORARY APPOINTMENT: Appointment for the accomplishment of short term assignment |

**JOB DUTIES/RESPONSIBILITIES:**
Will be responsible for filing, answering & Directing phone calls, typing documents & other clerical duties.

<table>
<thead>
<tr>
<th>For HR Official Use</th>
<th>Posting Requirement Waived</th>
<th>Required to Post</th>
</tr>
</thead>
</table>
Reviewing Applicant Pool

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

### Manage Job Opening

<table>
<thead>
<tr>
<th>Job Opening ID</th>
<th>Status</th>
<th>Business Unit</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>511671</td>
<td>010 Open</td>
<td>AACIR (ENROLLMENT SERVICES)</td>
<td>123200000 (Office of Admissions)</td>
</tr>
</tbody>
</table>

### Applicants

<table>
<thead>
<tr>
<th>Select</th>
<th>Reviewed</th>
<th>Applicant Name</th>
<th>Applicant ID</th>
<th>Type</th>
<th>Vet Pref</th>
<th>Disposition</th>
<th>Resume</th>
<th>Reference Status</th>
<th>Applicant Attachments</th>
<th>Application</th>
<th>Interest</th>
<th>Mark Reviewed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Elenia Colado</td>
<td>662986</td>
<td>External</td>
<td>N</td>
<td>Applied</td>
<td></td>
<td>No References</td>
<td>1 attachment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Catalina Tellez</td>
<td>661915</td>
<td>External</td>
<td>N</td>
<td>Applied</td>
<td></td>
<td>No References</td>
<td>No attachment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cody Norris</td>
<td>662249</td>
<td>External</td>
<td>N</td>
<td>Applied</td>
<td></td>
<td>Pending</td>
<td>1 attachment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Darren Store</td>
<td>610221</td>
<td>External</td>
<td>N</td>
<td>Applied</td>
<td></td>
<td>No References</td>
<td>9 attachments</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dennise Ramirez</td>
<td>647549</td>
<td>External</td>
<td>N</td>
<td>Applied</td>
<td></td>
<td>No References</td>
<td>2 attachments</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Temp/Student Hiring Process**

1. **Hiring Manager (HM) selects Candidate from applicant pool**
2. **Temp/Student Hire Form is submitted to temps@fiu.edu for approvals**
3. **TAM extends job offer with next available start date**
4. **Candidate accepts offer in the system and submits online sign-on and supplemental documents to HR**
5. **TAM prepares Candidate for hire and routes to Employee Records for processing**

**HM notifies selected Candidate**
Pre-Employment Requirements

<table>
<thead>
<tr>
<th>Talent Acquisition and Management will initiate:</th>
<th>Candidate Must:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nepotism check*</td>
<td>Accept job offer online</td>
</tr>
<tr>
<td>Background check* and Fingerprinting*</td>
<td>Complete online sign-on packet</td>
</tr>
<tr>
<td>Extend job offer</td>
<td>Submit supplemental documents to HR-PC224</td>
</tr>
</tbody>
</table>

Please note: Upon job being extended by TAM, the candidate must submit their supplemental documents to HR within 3 business days of the start date.

*if applicable
# Pre-Employment Requirements

## Determining When a Criminal Background Check is Required

<table>
<thead>
<tr>
<th>Classification</th>
<th>Level 1 (Criminal National, State, and County Background)</th>
<th>Level 2 (Background + Fingerprinting + FBI check)</th>
<th>Other Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>All New Employees</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Temp to Benefits</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adjunct</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate Assistants: Housing and Residential Life</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Center for Children and Families</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Direct Contact or Access to Minors</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public Safety</td>
<td>X</td>
<td>X</td>
<td>Public Safety Check</td>
</tr>
<tr>
<td>Office of the Controller</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Housing and Residential Life</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IT</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parking</td>
<td>X</td>
<td>X</td>
<td>Driver’s License</td>
</tr>
<tr>
<td>Lifeguards</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Peer Advisors</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Museum</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Athletics: Traveling and/or working directly with students</td>
<td>X</td>
<td></td>
<td>Driver’s License</td>
</tr>
<tr>
<td>Cash, Checks, Credit/Debit Card/Gift Cards/Cash Equivalent Handling, University Credit Card, Merchant Accounts</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Driving Job Duties/Golf Cart</td>
<td></td>
<td></td>
<td>Driver’s License</td>
</tr>
<tr>
<td>Direct Contact or Access to Minors</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>College of Medicine, College of Nursing, Health Sciences, Physicals Therapy, Athletic Training, School of Social Work, Occupational Therapy, Dietetics &amp; Nutrition, Student Health</td>
<td></td>
<td></td>
<td>OIG</td>
</tr>
</tbody>
</table>
TEMPORARY/STUDENT ACTION FORMS
New Hire/Rehire Form

- Submit to temps@fiu.edu or bbchr@fiu.edu only.
- Notify TAM of Remote Hires when submitting this form.
- Notify TAM of international hires without a SSN.

No signatures required:
- Brand new hire to FIU.
- Brand new hire to your department.

Require signatures:
- Start date revision.
- Re-activation to same job/department (less than 1 year).
Rate types

Bi-weekly:
• Paid a set bi-weekly rate and does not report hours in PSHR timesheet.
• FLSA threshold is $910/bi-weekly, unless teaching or assisting in a classroom course.
• If it is a Temporary non-student teaching or assisting in a classroom course, must be processed as an Adjunct.
• If it is an active or inactive less than 1 year, submit through contract panel online only.

Fee for Service (requires signatures):
• One-time payment to an employee for non-continuous assignment which is paid after the work is completed.
• New toolkit instructions under Hiring Student and Temporary employees.
• Only action with paper sign-on packet submission.
• If it is an active or inactive less than 1 year, submit through contract panel online only.

Hourly:
• Paid for hours worked and reported in PSHR timesheet only.
Change in Status Form

- Change Department (within same BU)
- Change in Supervisor
- Extend Job End Date
- Change Pay Plan/Job Code
- Change Standard Hours
- Change in Rate
- Terminate Hourly Appointment
- Change in Allocation
- Extend Project End Date

- Requested Effective Date should be the first day of a pay period (see payroll deadline calendar)
- Form requires all signatures & can be submitted to temps@fiu.edu if marked in red.
- Other request go directly to PC224.
Pay Rate Change Requests

- The effective date must reflect the first day of a pay period.
- If the Temp/Student Change in Status form is received after the pay period deadline, the effective date will be adjusted by TAM.

Payroll calendar: [https://hr.fiu.edu/payroll-calendars-schedules/](https://hr.fiu.edu/payroll-calendars-schedules/)
Contract Panel

PSHR> Main menu> Contracts> Contract (search existing or add new)

• If an employee is currently “Active” or “Inactive less than 1 year” in PSHR, the department must submit Bi-weekly and Fee for Service contracts through the Contract Panel online.

• For any changes to the status of a Bi-weekly contract, you must make this change in the contract panel only.

❖ Final approver of online Contracts will be the Compensation department.

❖ Contract Panel training is sponsored by the Payroll department. (payroll@fiu.edu)
TEMPORARY APPOINTMENTS WILL TERMINATE AUTOMATICALLY.

• Report available on HR Liaison SharePoint at intranet.fiu.edu/HR>Select HR Liaisons>Select Reports.
  o 120 days before appointment ends.

• If a “Student Assistant” does not have an “Expected Job End Date” noted on their active Job Data Record, the department must complete a “Change in Status Form” to terminate the appointment upon last day worked.

• It is the responsibility of the department to also complete the Separation of Employment/Transfer Clearance form and submit it to PC224. (ELR Forms Library)

• All separations based on conduct and/or performance must be reviewed with Employee & Labor Relations prior to action being taken.
VOLUNTEER & INTERN PROCESS (NON-EMPLOYEES)
Volunteer

• Volunteers may not work in capacities requiring access to confidential information or serve in positions which require systems access, entry access or a Panther ID to perform duties assigned by the department.

• “Volunteer” is no longer a Person of Interest (POI) type option.
  – Current Volunteers classified as a POI will have their access until the specific end date.
    • You will not be able to renew a POI access for Volunteers.

• Volunteer/Intern Application Form A&B
  • The application forms are still required for Volunteers and should only be submitted to volunteers@fiu.edu.
• Volunteer/Intern Application Form A&B
  • The application forms are still required for Interns and should only be submitted to volunteers@fiu.edu if they do not require AD account access.
  • Requires a copy of the Intern’s University school ID be submitted with the application forms.
  • A new Intern application form is coming soon.
• “Intern” remains a Person of Interest (POI) type option.
  – Only if an Intern requires AD account access should you:
    • Submit the electronic POI request online.
    • Attach the Intern’s application forms and University school ID to the request (must be attached as legible PDF documents).
    • The electronic POI request will not be approved without the application forms being submitted and the background cleared.
• PSHR> Main menu> Self Service> Person of Interest
Volunteer & Intern

• Volunteer toolkits:
  – [Hr.fiu.edu] employees & affiliates> affiliates> volunteers
    • Instructions for volunteer applicants
    • Instructions for volunteer supervisors
    • Forms
    • Frequently asked questions

• POI type definitions and requirements:
  – [Hr.fiu.edu] employees & affiliates> affiliates> person of interest

- Any other POI types outside of these 2 types, i.e. External Trainee, Consultant, etc., will not be routed to TAM for approval unless they require any level background clearance.
- For any POI request troubleshooting, please contact Employee Records.
# Minors in the Laboratory

Hr.fiu.edu> employees & affiliates> affiliates> volunteers

<table>
<thead>
<tr>
<th>Instructions for Volunteer Applicants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructions for Supervisors</td>
</tr>
<tr>
<td>Forms</td>
</tr>
<tr>
<td>Volunteer/Intern Application A – Applicant forms</td>
</tr>
<tr>
<td>Volunteer/Intern Application B – Supervisor forms</td>
</tr>
<tr>
<td>Volunteer Background Check Authorization form (original must be submitted to PC234 for any clearance)</td>
</tr>
<tr>
<td>Minors in the Laboratory</td>
</tr>
<tr>
<td>Frequently Asked Questions</td>
</tr>
</tbody>
</table>
LEADING AND MANAGING TEMPORARY & STUDENT 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
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)
• 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

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

ELR

• Involuntary Separation
  ○ Conduct
  ○ Performance
  ○ Job abandonment

All Temp/Student Separations in advance of designated end date require:
  ○ Change in Status Form
  ○ Separation of Employment/Transfer Clearance Form
RESOURCES

Stephanie Felisme, Human Resources Manager
Temporary and Student Employment Services
Talent Acquisition and Management
Temp/Student Hiring Toolkits

hr.fiu.edu

• Step-by-Step Instructions for:
  o Hiring Managers
  o HR Liaisons

• Webinar Recording/Slides
Temp/Student Candidate Toolkits

hr.fiu.edu

• Step-by-Step Instructions for:
  o Student candidate/finalist resources
We Are Here for You!

**Job Postings / Hiring**
Stephanie Felisme, HR Manager / sfelisme@fiu.edu / temps@fiu.edu
Camila Ozores, Volunteers/Interns / cozores@fiu.edu / volunteers@fiu.edu

**Biscayne Bay HR**
Chetiqua Matthews, HR Manager/ cematthe@fiu.edu
Kelsey Mencia, HR Representative/ kmencia@fiu.edu
BBC HR main line/ (305) 919-5545/ bbchr@fiu.edu

**Employee Labor & Relations**
Dana Sacco / dsacco@fiu.edu (305) 348-6475
Shelly-Ann Davidson / sdavidso@fiu.edu (305) 348-4186
Marissa Guerrero / mguerrer@fiu.edu (305) 348-4992

**Payroll/Timesheets / Paychecks Inquiries**
DHR Customer Service Center (305) 348-2181 (option 2)

**PPACA Health Benefits eligibility**
DHR Customer Service Center (305) 348-2181 (option 3)
Getting Credit for Attending Today

Informational video to watch: Camp Criminals News Segment

Go to:
• go.fiu.edu/tempstudentworkshop
• Use your MyAccounts Username
• Complete Survey
THANK YOU!