HIRING FWS STUDENTS: SUMMER
Notifying Financial Aid of FWS need: A FWS Request Spreadsheet for the Summer will be emailed to all FWS Hiring Managers and HR Liaison on the FWS listserv from Financial Aid at fwsoncam@fiu.edu. Please take note of the deadline to return the form to Financial Aid.

You will be required to list your needs for the following:

1. Returning FWS Hires
2. New FWS Hires
3. Show need for prospective FWS Hires

Sample of summer spreadsheet:

<table>
<thead>
<tr>
<th>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)</th>
</tr>
</thead>
<tbody>
<tr>
<td>In order to hire students returning to work for the same position as the past semester, they must be awarded Federal Work Study funds and you must submit a Summer FWS Hire Form for them.</td>
</tr>
</tbody>
</table>

Further instructions may be found in the following page.

<table>
<thead>
<tr>
<th>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)</th>
</tr>
</thead>
<tbody>
<tr>
<td>In order to hire students new to the University or inactive for 1 year or more and awarded FWS funds, the following steps must be followed:</td>
</tr>
</tbody>
</table>

1. You must confirm that the student is eligible for a Summer FWS award with Financial Aid at fwsoncam@fiu.edu. If they are not, do not move on to next steps.
2. FWS student **must** apply to the “FWS Student POOL (Summer 2018)” – Job ID# **514383**

3. Then you **must** contact Stephanie Felisme at sfelisme@fiu.edu in TAM HR with the student’s name, Panther ID#, and the FWS Job ID# or FWS Position# for which they will be hired on.

4. Once this information is provided, the FWS student’s application will be linked to your specified FWS Job ID#.

5. 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.

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).

<table>
<thead>
<tr>
<th>Search Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
</tr>
<tr>
<td>☐</td>
</tr>
</tbody>
</table>

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: StephanieTesime
   Phone: 5653420981
   Email: sfelsine@flu.edu
   Date: 7/12/2016
   Hire for Semester: Fall ☐ Spring ☐ Summer ☐ Job Opening ID: 511620

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: 2923692
   Name: Melissa, Jessica Maria
   FWS Program: America Reads
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**

<table>
<thead>
<tr>
<th>Business Unit: AAENR - ENROLLMENT SERVICES</th>
<th>Department: 123300000 - Office of Financial Aid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location: Charles E Perry (Primera Casa)</td>
<td>FWS Activity Nbr (75%): 1 Results Found</td>
</tr>
<tr>
<td>Matching Activity Nbr (25%):</td>
<td></td>
</tr>
</tbody>
</table>

5. Entering the supervisor’s Panther ID will populate the Supervisor’s Name, Title, Email, and Phone.

**Immediate Supervisor**

<table>
<thead>
<tr>
<th>Supervisor ID:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor Name:</td>
</tr>
<tr>
<td>Title:</td>
</tr>
<tr>
<td>Email:</td>
</tr>
<tr>
<td>Phone:</td>
</tr>
</tbody>
</table>

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.

**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**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer 5/16/2016-8/5/2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award Amount</td>
<td></td>
<td></td>
<td>4000.00</td>
</tr>
<tr>
<td>Hourly Rate</td>
<td></td>
<td></td>
<td>20.00</td>
</tr>
<tr>
<td>Weekly Hours</td>
<td></td>
<td></td>
<td>16.67 hrs/week</td>
</tr>
</tbody>
</table>

**Allocation**

<table>
<thead>
<tr>
<th>FWS Activity Nbr (75%): 12330000064</th>
<th>3000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Matching Act Nbr(25%): 12330000064</td>
<td>1000.00</td>
</tr>
</tbody>
</table>
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 PANTHER SOFT HR SYSTEM IN A TIMELY MANNER AND MUST MONITOR STUDENT'S 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 STUDENT UNDER THIS CONTRACT.

8. Click the "Submit Form" button.

Department Manager Approving: Francisco A Valines

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
- Name: [Redacted]
- FWS Program: America Reads
- Job opening ID: 510065
- Term: Summer
- Effective Start Date: 05/16/2016
- Department: 12330000 - 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 Rite: [Redacted]
  - Weekly Hrs: 16.67 hrs/week
  - FWS Alloc: [Redacted]
  - Match Alloc: [Redacted]

Department Manager Approver: Francisco A Valines
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 hired.** Sample email once FWS hire form approved in workflow:

    Dear Stephanie Felisme,

    Your FWS Hire form has been reviewed and approved.

    Thank You

**FWS Employment Presentation**