



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 semesters, they **must** meet the following criteria:

1. Be awarded Federal Work Study funds for the current academic semester and have accepted it.
2. Apply to your new FWS Job ID# opened for the current academic semester as a “Prospective employee” (*even if current, to avoid losing access to accept the future offer*).
3. You must complete and submit a FWS Hire Form through approvals 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 and have accepted it.
2. Apply to your new FWS Job ID# opened for the current academic semester as a “Prospective employee”.
3. You must complete a FWS Hire Form through approvals 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 department's FWS position number (i.e. 092-8003). Example:

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 correct Academic year, Semester, and Job Opening ID for which you would like to hire your Work-Study student. Example:

Name: StephanieFelisme	Phone: 3053482661	Email: sfelisme@fiu.edu	Date: 5/25/2018
Hire for Semester: Year: 2018-2019 ▼ Fall ● Spring ● Summer ●		Job Opening ID: 515038	

2. Use the calendar icon to select the student's **estimated** effective start date. A calendar will appear to choose the date. The Recruiter, depending on pre-employment clearance and approvals, will change this date before extending the offer. Example:

Effective Start Date:

 

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

Panther ID: 1122334

Name: Medina, 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. If you do not select a Department, it will not go to your Department Manager Approver. Example:

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. Example:

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. Example:

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. Example:

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. Verify you see your Department Manager Approver populated, and then click the "Submit Form" button. Example:

Department Manager Approving:

9. You will receive a confirmation email once you have submitted the form. Example:

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:

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%):

Matching Activity Nbr(25%):

Supervisor ID:

Supervisor Name: Diane M Mera

FWS Award Information:

Semester	Fall	Spring	Summer
Date:			5/16/2016-8/5/2016
Award Amt:			<input type="text" value=""/>
Hourly Rt:			<input type="text" value=""/>
Weekly Hrs:			16.67 hrs/week
FWS Alloc:			<input type="text" value=""/>
Match Alloc:			<input type="text" value=""/>

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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. Example 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.** Example email once FWS hire form approved in workflow:

Dear StephanieFelisme,

Your FWS Hire form has been reviewed and approved.

Thank You

[FWS Employment Presentation](#)