HIRING FWS STUDENTS: SPRING
**Returning FWS Hire:** DO NOT SUBMIT A SPRING HIRE FORM FOR THE FOLLOWING FWS EMPLOYEES:

1. When you hired them in Fall, the hire form showed an award for Fall and Spring.
   a. All FWS will be put on leave of absence (LOA) in between Fall and Spring and automatically rehired for Spring as long as they are not graduating this semester.

**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 Spring semester and have accepted it.
2. **Apply** to your current FWS Job ID# opened for the current academic year as a “Prospective employee”.
3. Then you **must** complete and submit the 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.
5. Financial Aid will communicate via a mass email the deadline to hire FWS for Spring and all FWS positions will be removed from the careers.fiu.edu site in Spring, February 28th.
6. **After your posting closes on February 28th**, to hire any new applicants, they **MUST** apply to the “FWS Student POOL (Spring 2020)” – Job ID# **518774**
7. Then you **must** contact **Stephanie Felisme** at fwscheduling@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.
8. Once this information is provided, the FWS student’s application will be linked to your specified FWS Job ID#.
9. Once the student’s application has been linked to the correct FWS Job ID#, you will then be notified that it is okay to 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>
<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: 
   - Phone: 
   - Email: sfelsmre@fl.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: 1123344
   - Name: Medora, Jessica Marie
   - 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:</th>
<th>AAENR - ENROLLMENT SERVICES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>123300000 - Office of Financial Aid</td>
</tr>
<tr>
<td>Location:</td>
<td>Charles E Perry (Primera Casa)</td>
</tr>
<tr>
<td>FWS Activity Nbr (85%):</td>
<td>215 Results Found</td>
</tr>
<tr>
<td>Matching Activity Nbr (15%):</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**

| 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:

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**Federal Work Study Placement**

The Financial Aid Office Authorizes the student herein to participate in the Federal Work Study Program for the semesters identified below.

<table>
<thead>
<tr>
<th>Federal Work Study Award Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester</td>
</tr>
<tr>
<td>Award Amount</td>
</tr>
<tr>
<td>Hourly Rate</td>
</tr>
<tr>
<td>Weekly Hours</td>
</tr>
</tbody>
</table>

**Allocation**

| FWS Activity Nbr (85%): 1230200001 | 1650.00 | 1650.00 | |
| Matching Act Nbr(15%) | 2 | 850.00 | 850.00 | |
7. Once you have confirmed the information in Section C is correct, check the box next to the Hiring Department Agreement.

8. Click the “Submit Form” button.

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 Rte:** [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 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