Returning FWS Hire: (Returning FWS hire defined as a FWS that worked in this position for 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. You must complete and submit a FWS Hire Form through approvals for them.
3. The Recruiter will approve and route the FWS Hire Form to Employee Records to reactivate (no new offer letter will be extended), so they can start once you receive the automatic form approval email.

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 Table]

<table>
<thead>
<tr>
<th>Select</th>
<th>Job Opening</th>
<th>Job ID</th>
<th>Status</th>
<th>Type</th>
<th>Category</th>
<th>Recruiting Location</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Southeast Env Research Ctr - Student Assoc/092-8003</td>
<td>511620</td>
<td>Open</td>
<td>Standard Requisition</td>
<td></td>
<td>Modesto A. Maidique Campus</td>
</tr>
</tbody>
</table>

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:

![FWS Hire Form]

Effective Start Date: 

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:

![Calendar]

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]
4. Select your Business Unit and Department from the drop-down lists in order to populate the location and FWS Activity Nbr (85%). Once the 85% Activity Number drop-down list has been populated, select the appropriate number and enter the 15% 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:    | Office of Financial Aid     |
| Location:      | Charles E Perry (Primerasa) |
| FWS Activity Nbr (85%): | 215 Results Found |
| Matching Activity Nbr (15%): |

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:

<table>
<thead>
<tr>
<th>Federal Work Study Award Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award Amount</td>
</tr>
<tr>
<td>Hourly Rate</td>
</tr>
<tr>
<td>Weekly Hours</td>
</tr>
<tr>
<td>Federal Work Study Placement</td>
</tr>
<tr>
<td>FWS Activity Nbr (85%):</td>
</tr>
<tr>
<td>Matching Act Nbr(15%):</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. Example:

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

   Department Manager Approving: Francisco A Valines

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: [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 Mena

   FWS Award Information:
   Semester: Fall
   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 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. Once approved for your **RETURNING** FWS, they can start. Once approved for your **NEW** FWS, they cannot start until you receive the “Ready to Hire” email notification, which means all new hire documents are submitted.

   Sample email once FWS hire form approved in workflow:

   Dear StephanieFelisio,

   Your FWS Hire form has been reviewed and approved.

   Thank You

**FWS Employment Presentation**