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 if 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 Spring FWS Hire Form through approvals for them.
4. The Recruiter will confirm the start date by receipt of the automated “ready to hire” or “hired” email to the hiring team. They must accept their offer online and follow all steps to submit their pre-boarding new hire sign-on, work authorization documents, and I-9 for E-Verify in a timely manner to start working.
5. Financial Aid sends important communications via a mass email regarding deadlines to hire, last day FWS students can work, or a list of eligible (not yet awarded) students you can interview and award if selected.

**Further instructions may be found in the following page.**
Before Submitting a FWS Hire Form

You will be required to input the interview information for all candidates interviewed for hire in your FWS position’s applicant pool BEFORE submitting the FWS Hire Form.

You will need the new FWS Job Opening ID number. This is the 6-digit number (i.e. 511620) associated to your department’s FWS position number (i.e. 092-8003). Example:

Navigate based on access role:
- TAM Hiring Manager role (access to manage the recruiting efforts of Admin/Staff/Temps, etc.):
  - Interview icon
• TAM Recruitment Liaison role (access to post and hire student assistant pay plans):
  • Other Actions>Recruiting Actions>Create Interview Evaluation

![Image of interview evaluation form]

![Image of interview evaluation form with filled details]
Submitting a FWS Hire Form

1. Select the Semester and Job Opening ID for which you would like to hire your Work-Study employee.

2. Use the calendar icon to select the student’s estimated effective start date. A calendar will appear to choose the 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.
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.

5. Entering the supervisor’s Panther ID will populate the Supervisor’s Name, Title, Email, and 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:
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 Mena
- FWS Award Information:
  - Semester: Fall Spring Summer
  - Date: 5/16/2016-8/5/2016
  - Award Amt: [redacted]
  - Hourly Rt: [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. 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 Stephanie Felisme,

   Your FWS Hire form has been reviewed and approved.

   Thank You

**FWS Employment Presentation**

Contact us for HR inquiries: [fwshiring@fiu.edu](mailto:fwshiring@fiu.edu)