



# 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](mailto:fwsoncam@fiu.edu) or Adelfa Ukenye. 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:

	<b>FLORIDA INTERNATIONAL UNIVERSITY</b>	<b>Financial Aid Office</b> 11200 SW 8 Street PC-125 Miami, FL 33199 Phone: 305.348.7272 Fax: 305.348.2346	
<b>MEMORANDUM</b>			
<b>To:</b>	Federal Work-Study Supervisors		
<b>From:</b>	Adelfa Ukenye, Assistant Director		
<b>Re:</b>	Federal Work-Study for Summer 2020		
<b>Date:</b>	Friday, January 31, 2020		
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In order to determine the amount of funds that will be needed to support the Federal Work Study program for the Summer term we need your help. Please, complete <b>SECTION 2</b> and list the names and panther ID of students <b>presently</b> employed by your department that are interested in working this Summer term. Please return this form via <b>(E-MAIL ONLY)</b> to <a href="mailto:ukenyea@fiu.edu">ukenyea@fiu.edu</a> no later than <b>Friday February, 28th, 2020</b> . ===== Please note that beginning Fall 2018 units <u>are</u> responsible for 15% of the payroll charges for any federal work study student. This amount will be charged to the matching department ID on file for your specific federal work study department ID. The final summer award amount will be shown on the Federal Work Study Hire Form.			

**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 Fall/Spring, they **must** be awarded Federal Work Study funds for Summer and you must submit a Summer FWS Hire Form for them.

Further instructions may be found in the following page.

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**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, the following steps **must** be followed:

1. You must confirm that the student is eligible for a Summer FWS award with Financial Aid at [fwsoncam@fiu.edu](mailto:fwsoncam@fiu.edu). If they are not, do not move on to next steps.
2. FWS student **must** to your current FWS Job ID# opened for the current academic year as a “Prospective employee” if they did not already during Fall/Spring.
3. Then you **must** complete and submit the Summer 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:

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

Navigate based on access role:

- TAM Hiring Manager role (access to manage the recruiting efforts of Admin/Staff/Temps, etc.):
  - Interview icon

Resume	Interest	Mark Reviewed	Route	Interview	Reject	Print	Qualified	Last Updated	
	☆☆☆X						<input type="checkbox"/>	11/15/2018 5:43PM	Other Actions
	☆☆☆X						<input type="checkbox"/>	11/14/2018 12:05PM	Other Actions
	☆☆☆X						<input type="checkbox"/>	11/13/2018 6:13PM	Other Actions

Manage Job Opening Interview Schedule

Submit Save as Draft Return

Job Opening ID 510436 Job Opening Status 010 Open Submitted No Business Unit RSRCH (RESEARCH) Job Posting Title Student novice

Ashley Abraham Applicant ID 683488 Applicant Type External Applicant Preferred Contact Phone

Interview 1 - Date Not Entered

\*Date 10/24/2018 \*Start Time 9:00AM \*End Time 9:30AM \*Time Zone EST

Interview Type Applicant Response None Initiator Stephanie Felame Notify Applicant Notify Interview Team

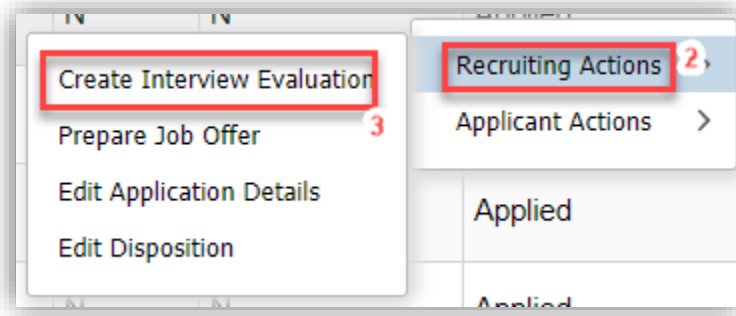
Interviewer ID	Interviewer Name	Date	Start Time	End Time	Response	Comments	Availability	Notify
0001107	Kathie Alexander	10/24/2018	9:00AM	9:30AM	None			<input type="checkbox"/>
4887449	Mary Carabeo	10/24/2018	9:00AM	9:30AM	None			<input type="checkbox"/>

Add Interviewer

Venue Information

Venue Response Location 254 characters remaining

- TAM Recruitment Liaison role (access to post and hire student assistant pay plans):
  - Other Actions>Recruiting Actions>Create Interview Evaluation



A screenshot of the 'Interview Evaluation' form in a web application. The form is titled 'Interview Evaluation' and is for a job opening titled 'Temporary Desk Assistant'. The applicant is Alexis Sanchez, with ID 782292 and status 010 Active. The form is divided into several sections:



- Submission:** 'Submit', 'Save as Draft', and 'Return' buttons.
- Applicant Information:** Name: Alexis Sanchez, Applicant ID: 782292, Status: 010 Active.
- Job Posting Information:** Job Posting Title: Temporary Desk Assistant, Job Opening ID: 520923, Job Opening Status: 010.
- Evaluation Section:**
  - Interview Date:** 06/15/2020 (with a calendar icon).
  - Interview Type:** A dropdown menu.
  - Recommendation Section:**
    - Overall Rating:** A dropdown menu.
    - Recommendation:** A dropdown menu.
    - Comments:** A text area with a 'Send' icon.
- Interview Ratings Section:** A table with three rows, each for a different category:
  - Category: Communication Skills**
    - Interview Rating: A dropdown menu.
    - Score: 0
    - Comment: A text area.
  - Category: Education/Training**
    - Interview Rating: A dropdown menu.
    - Score: 0
    - Comment: A text area.
  - Category: Work Experience**
    - Interview Rating: A dropdown menu.
    - Score: 0
    - Comment: A text area.

## Submitting a FWS Hire Form

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

<b>Name:</b> StephanieFelisme	<b>Phone:</b> 3053482661	<b>Email:</b> sfelisme@fiu.edu	<b>Date:</b> 7/12/2016
Hire for Semester: <input checked="" type="radio"/> <b>Fall</b> <input type="radio"/> <b>Spring</b> <input type="radio"/> <b>Summer</b>			Job Opening ID: <input type="text" value="510590"/>

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

<b>Effective Start Date:</b> <input type="text"/> 	
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The calendar shows the month of May 2016. The date 16 is highlighted in red, indicating the selected 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.

<b>Panther ID:</b> <input type="text" value="11223344"/>	<b>Name:</b> <input type="text" value="Medina, Jessica Maria"/>	<b>FWS Program:</b> <input type="text" value="America Reads"/>
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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**

**Business Unit:** AAENR - ENROLLMENT SERVICES

**Department:** 123300000 - Office of Financial Aid

**Location:** Charles E Perry (Primera Casa)

**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.

**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:

**Federal Work Study Placement**

**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 8/26/2019-12/14/2019	Spring 1/6/2020-4/25/2020	Summer
Award Amount	2200.00	2200.00	
Hourly Rate	10.00	10.00	
Weekly Hours	13.75 hrs/week	13.75 hrs/week	
Allocation			
FWS Activity Nbr (85%): 1230200001	1650.00	1650.00	
Matching Act Nbr(15%): 2	550.00	550.00	

- 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 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.**

- Click the "Submit Form" button.

Department Manager Approving:

- 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 Rt: [REDACTED]  
Weekly Hrs: 16.67 hrs/week  
FWS Alloc: [REDACTED]  
Match Alloc: [REDACTED]

**Department Manager Approver: Francisco A Valines**



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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 StephanieFelisme,

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)**