Temporary/Student FEE FOR SERVICE On-boarding Process

❖ A Fee for Service is a one-time payment for a non-continuous assignment (one day) which is paid after the work is completed. It must meet the Fair Labor Standards Act (FLSA) exempt criteria and job description criteria as approved by Compensation. The Recruiter/Compensation should be notified for pre-approval in writing prior to starting any candidate.

❖ Fee for Service candidates CANNOT start working until after the hire form with all level approval signatures has been submitted to temps@fiu.edu (MMC) or bbchr@fiu.edu (BBC) and all preboarding paperwork has been completed.

❖ It is the responsibility of the Hiring Department to then notify the candidate that their new hire form has been successfully submitted to TAM-HR and to provide them with the instructions (on page 3) to submit their Fee for Service new hire Sign-On packet (HR will not accept their sign-on if there is no hire form in their queue):

❖ If you are submitting for a large group of 10 or more, please send a spreadsheet with the last name, first name, PID# (if applicable) and email address to temps@fiu.edu. This is so we can prepare for large submissions.

Navigation: Self Service or Manager Self Service > Employee Resources or Manager Resources > Employee Forms or Manager Forms:
Note: Fee for Service rate type is for 1 day of work. Other LSP (lump sum payment) rate type is for more than 1 day of work (non-continuous).
Instructions to send the candidate:

Regarding you being hired for a Fee for Service (one-time lump sum payment), you are now required to follow the below instructions.

Once you complete, you will need to click the submit button. save it as a PDF to your computer to attach to the secure “Sign On Electronic Attachments” link under the Sign On Packet section.

**Step 1:** Go to the following sign-on process link and click on Fee for Service:  
https://hr.fiu.edu/employees-affiliates/new-employee/#signon

**Step 2:** Once you review the instructions carefully, please click on and complete the “Sign On Fee for Service” link. You will receive a confirmation once it is submitted successfully.

**Step 3:** Within 24-72 business hours of submitting the Fee for Service sign-on packet, you will also receive an email from our third-party E-Verify vendor, Guardian, which is to complete your USCIS Form I-9. 
You must upload a legible front and back copy of your documentation for this. Please click here to review the list of acceptable documents that you can present. You can choose to present ONE document from List A or TWO documents (One from List B and one from List C).

**Step 4:** Once the Guardian I-9 is completed with work authorization documents attached, you will be able to visit the main HR office with your original documents submitted through Guardian to complete the I-9 verification.

- MMC location is **PC-224** (between 9:00AM – 4:30PM, call 305-348-2181, option 5).
- BBC location is **LIB-322** (by appointment only, call 305-919-5545).

**Minors:** Your parent/legal guardian must sign all new hire forms that you sign. Upon notification, we can instruct you on how to do this.

**Note:** Please be advised that due to the University's Red Flag Policy, confidential documents, such as these forms, or any other items containing Social Security numbers cannot and will not be accepted via email or fax.

**Step 5:** Once you are E-Verified and approved, your department's HR Liaison will notify your Hiring Manager when you are ready to hire, to start being scheduled to work. They will also notify you once you are active in the payroll system.

If you have any additional questions and/or concerns regarding preboarding, please do not hesitate to contact Talent Acquisition & Management at (305) 348-2500 or talent@fiu.edu OR HR Service Center at (305) 348-2181.