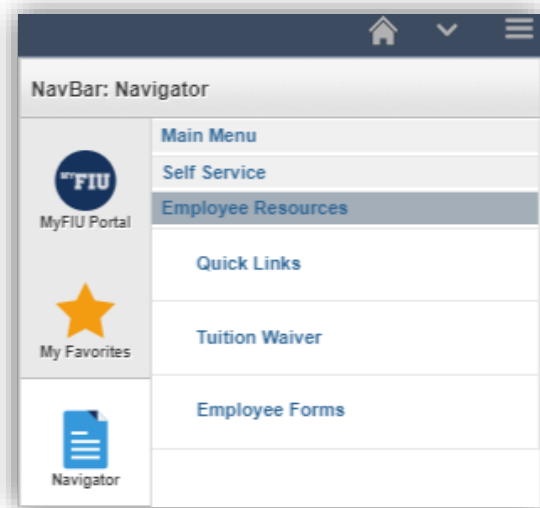


Temporary/Student FEE FOR SERVICE On-boarding Process

- ❖ *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.

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FIU | FLORIDA INTERNATIONAL UNIVERSITY

Division of Human Resources

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⇒ Temporary/Student Change In Status Form
⇒ Temporary/Student Fee for Service Form

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).

FIU FLORIDA INTERNATIONAL UNIVERSITY		Temporary/Student Fee for Service Form	
Date Prepared	<input type="text" value="08/30/2021"/>	Prepared By	<input type="text"/>
		Preparers PID	<input type="text"/> Ext <input type="text"/>
EMPLOYEE INFORMATION		Status	<input type="text" value="Select Status"/>
First Name	<input type="text"/>	Last Name	<input type="text"/>
Panther ID	<input type="text"/>	Is a Minor (14-17 years)	<input type="radio"/> Yes <input type="radio"/> No
Business Unit	<input type="text" value="Select Business Unit"/>	Department	<input type="text" value="Select Department"/>
Supervisor Name	<input type="text"/>	Supervisor ID	<input type="text"/>
Job Code/Title	<input type="text" value="Select Job Code"/>	Working Title	<input type="text"/>
Standard Hours	<input type="text"/>	Rate Type	<input type="text" value="Fee for Service"/>
Start Date	<input type="text" value="Month"/> / <input type="text" value="Day"/> / <input type="text" value="Year"/>	End Date	<input type="text" value="Fee for Service"/>
Rate	<input type="text"/>	Total Contract Rate	<input type="text" value="Other LSP"/>
Pay Periods	<input type="text"/>	Biweekly	<input type="text"/>
Job Duties/Responsibilities:			
<input type="text"/>			

APPROVAL			
Department Manager	<input type="text"/>	Date	<input type="text"/>
Business Unit Head	<input type="text"/>	Date	<input type="text"/>
Human Resources	<input type="text"/>	Date	<input type="text"/>
Division of Sponsored Research	<input type="text" value="only if paid on a project#"/>	Date	<input type="text"/>



***Returner/new job record or those active less than 1 year ago (365 days) at FIU must be submitted through the online contract panel.**

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.