Federal Work Study (FWS) Employment Workshop
Office of Financial Aid Division of Human Resources
Adobe Connect Functionality
Today’s Speakers

Adelfa Ukenye, Assistant Director
Office of Financial Aid

Stephanie Felisme, Human Resources Manager
Student & Alumni Employment
Talent Acquisition and Management (TAM)

Shelly-Ann Davidson, Employee Labor Relations Specialist
Employee and Labor Relations
Agenda

• Federal Work Study (FWS) Program
• Hiring FWS Students
• FWS Action Forms
• Leading and Managing FWS Employees Performance
• Resources
FEDERAL WORK STUDY PROGRAM

Adelfa Ukenye, Assistant Director
Office of Financial Aid
What is Federal Work-Study?

- Provides part-time employment while students are enrolled in school.
- Students earn money to help pay education expenses.
- Available to undergraduate, graduate, and professional students.
- Available to full-time or part-time students.
Federal Work Study Awards

• Students MUST be awarded and have accepted FWS award funds for the specific Academic year.

• Students will receive an email from Financial Aid with instructions on how to apply for FWS job opportunities.

Dear FIU Federal Work Study (FWS) Students,

We are soon approaching the beginning of the 2017-2018 academic year and today, Friday, July 21st the Division of Human Resources (DHR) will post all Federal Work Study job opportunities on careers.fiu.edu. In order to be considered for a FWS position ALL STUDENTS, New and Returning, MUST apply online as "Prospective employees".

Before you begin your job search, please review the following important tips about your Federal Work Study (FWS) Award and how to apply for a position:

1. Your Financial Aid award letter MUST indicate that you have been awarded "Federal Work Study" for the 2017-2018 academic year. To view if you have been awarded Federal Work Study for:
   - Login to MyFIU: https://my.fiu.edu/
   - Click on: Accept/Decline Awards
   - Click on: 
   - If awarded, it will say: Federal Work Study (Please be aware that you must accept the FWS award)

2. You MUST have your resume available to upload with your application.
   • For helpful tips on Resume Writing and Interviewing guidelines, please visit Career and Talent Development:
     - Resume critiques (Walk-In Program)
     - Mock Interviews (Practice Interview Program)
### Financial Aid

#### Award Package

**Federal Aid Year:** Acad year

Your financial aid package has been revised based on updated information. Please review each award and corresponding message. You may Accept and/or Decline any or all of the awards that are currently available. Remember to 'Submit' your changes.

**Last Updated:** 06/09/2010 2:19:19PM  **Status:** Revised Package

<table>
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<th>Award</th>
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Currency used is US Dollar.

[accept all] [decline all] [clear all] [update totals] [SUBMIT]
Steps for First Time Hiring Managers

• To attain a new FWS Activity number, the department must complete and submit the Activity Number & Department Maintenance Request Form to the Office of the Controller. [http://finance.fiu.edu/controller/Forms.html](http://finance.fiu.edu/controller/Forms.html)

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Financials Systems and Support

- **Activity Number & Department Maintenance Request eForm**

  - **Instructions to Requestor**
  - **List of CIP Codes** by Department ID for Academic Programs currently offered by FIU. If the Department ID for the new activity is not on the list, please use 00.0000.
  - **Auxiliary Packet** must be completed for all fund group 300 and sent to David Snider.
  - For department changes, enter the existing department ID and ONLY COMPLETE the fields to be changed.
Steps for First Time Hiring Managers

• Attain FWS Activity Number from Budget Manager.

• After you have an FWS Activity Number and Matching Activity Number, you can submit the FWS Posting Request Form to TAM through myhr.fiu.edu.
HIRING FWS STUDENTS

Stephanie Felisme, Human Resources Manager
Student & Alumni Employment
Talent Acquisition and Management (TAM)
Posting a new FWS Position

- Must be a new posting where a position# was never created previously.
- FWS Posting Request Form in employee forms library.
FWS Posting Request Form

- Working Title
- Job Summary
- Desired qualifications (if applicable)
  - Salary determined by TAM based on duties.

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
<th>Date</th>
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<tbody>
<tr>
<td>Stephanie Felisme</td>
<td>3053462661</td>
<td><a href="mailto:sfelisme@fiu.edu">sfelisme@fiu.edu</a></td>
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<table>
<thead>
<tr>
<th>Department Information</th>
<th>Business Unit</th>
<th>Location</th>
<th>FWS Program</th>
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<tr>
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<tr>
<td>Campus</td>
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<tr>
<td>FWS Activity</td>
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<td>On Campus</td>
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Finalizing Your FWS Posting

• TAM will email you the new Position Number.
• Go online to myhr.fiu.edu and review your posting under browse job openings.
• Send changes or updates to fwshiring@fiu.edu.
How Can FWS Students Apply

- FWS postings will be available at careers.fiu.edu.
- FWS Student MUST be awarded and have accepted their FWS award.
Reviewing FWS Applicant Pool

Human Resources admin>Main Menu>Recruiting>Browse Job Openings

- Search job openings by 4-digit position#.
- Filter by open positions and FWS job family.
### Reviewing FWS Applicant Pool

<table>
<thead>
<tr>
<th>Applicants</th>
<th>Applicant Search</th>
<th>Applicant Screening</th>
<th>Activity &amp; Attachments</th>
<th>Details</th>
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<td>All (12)</td>
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#### Applicants

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<th>Vet Pref</th>
<th>Disposition</th>
<th>Panther ID</th>
<th>Currently Enrolled?</th>
<th>Academic Career</th>
<th>Credits</th>
<th>FWS Awarded?</th>
<th>Awarded Terms</th>
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<td></td>
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</table>
FWS Hiring Process

Hiring Manager (HM) interviews and selects Candidate from applicant pool

HM submits FWS Hire Form with estimated start date for approvals to Dept. Manager and Financial Aid

TAM reviews and later extends official job offer with next available date they can start

Candidate accepts offer in the system before expiration and submits new hire sign-on and onboarding paperwork

TAM completes final onboarding steps for “ready to hire” and student begins assignment

HM notifies selected Candidate
# Pre-Employment Requirements

<table>
<thead>
<tr>
<th>TAM will initiate:</th>
<th>Candidate Must:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nepotism check*</td>
<td>Accept job offer online</td>
</tr>
<tr>
<td>Background check* and Fingerprinting*</td>
<td>Complete online sign-on packet</td>
</tr>
<tr>
<td>Extend official job offer</td>
<td>Submit onboarding forms and work authorization documents</td>
</tr>
</tbody>
</table>

*Please note: Upon completion of onboarding, the Candidate can only begin employment on or after the first day of the specific Fall semester.*

*if applicable
## Pre-Employment Requirements

<table>
<thead>
<tr>
<th>Duties</th>
<th>Yes or No</th>
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</thead>
<tbody>
<tr>
<td>Working directly with and/or residing with minors and/or vulnerable persons</td>
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</tr>
<tr>
<td>Handling/managing cash, checks, cash transactions, gift cards, debit/credit cards, and/or cash equivalent.</td>
<td></td>
</tr>
<tr>
<td>Information technology (IT) related functions</td>
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<tr>
<td>Driving on behalf of the university (MVR Check only)</td>
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<tr>
<td>Those working in the Athletics Department who travel with students to events</td>
<td></td>
</tr>
<tr>
<td>Working within museums.</td>
<td></td>
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<tr>
<td>Those working in the Office of Financial Aid, One Stop, or Office of the Registrar (Title IV access).</td>
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</tr>
<tr>
<td>Special trust, responsibility, and sensitive location</td>
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</table>
Once Your FWS is Onboarded

• Hiring manager should welcome student and introduce them to the team.

• A copy of the student’s class schedule should be requested before arranging a work schedule each semester.
  - Students are not allowed to work during class time.

• Supervisor should inform student of his/her exact job duties and responsibilities.

• Clear expectations should be set.

• Supervisor should establish a clearly defined work schedule.
  - Please consider midterms and final exams.
FWS Change in Status via ePAF

Change in Allocation:
• Submit an ePAF department budget transaction.

Change in Rate:
• Submit an ePAF pay action transaction.
  – Must have worked with TAM regarding updates to the FWS position or transfer to higher FWS position level first.
  – Only use “other” unless notified that it is a “correction”.

Change in Supervisor:
• Submit an ePAF data change transaction.

Termination:
• Submit an ePAF termination transaction.
  – Separation of Employment/Transfer Clearance form must be attached.
  – For those who leave prior to FWS end date or graduate, etc.
FWS Conditions of Employment

Requirements

• Must be enrolled at least part-time: 6 credits-undergrad or 3 credits-grad
• Only work up to 20 hours per week. Up to 30 per week only during the following breaks:
  – winter break, spring break, and summer break

One Department Only

• Students cannot use work study funding between two different departments during the same award period.

Job Transfers

• Not allowed during the academic year typically, however with justification, transfers may be approved on a case by case basis.

Performance Standards

• FWS employees are expected to meet the performance expectations of the role
• If an FWS employee is not meeting the expectations of the role, the employee may be separated from his/her role, upon the approval of Employee & Labor Relations
LEADING AND MANAGING
FWS EMPLOYEES
PERFORMANCE

Shelly-Ann Davidson, Employee Labor Relations Specialist
Employee and Labor Relations
Management Must Manage

➢ Comply with University Policies and Procedures
➢ Establish clear/defined expectations; duties/responsibilities; goals/objectives
➢ Effectively communicate, provide coaching and feedback (positive and constructive)
➢ Manage behavior and performance consistently
➢ Follow through
➢ Always lead by example
Performance Feedback

Positive feedback is an effective motivator – most employees want to obtain more recognition. Recognition fosters more of the appreciated actions.

Constructive feedback alerts an employee to an area in which performance can improve. **Constructive feedback is not criticism.**

**HOW to provide feedback?**

- Timely
- Appropriately
- Descriptively – feedback should always be directed to the action, **not** the person
Tips for Providing Effective Feedback

Effective feedback is specific, not general and is directed towards the action, not the person.

**General:** The report was good.

**Specific:** The report was submitted on time, well-written and made your points about the budget very clear and understandable.
Tips for Providing Effective Feedback

Effective feedback always focuses on a specific behavior, not on a person or their intentions.

**Person:** You were rude at the last staff meeting.

**Behavior:** When you held competing conversations during the meeting, when Mary had the floor, you distracted the people in attendance.
Benefits of Providing Feedback

- **Builds trust**
- Improves employee performance
- Improves employee morale and productivity
- Encourages and motivates self-improvement
- Helps employees with their career planning/development
- Helps employees understand where they stand in relation to the expected performance
- Take advantage of employee insights for improving operations/business
- Promotes teamwork and employee cohesiveness
- Identifies needed changes in human resource management practices
When to Contact ELR

• If you are unsure how to handle an issue

• After you have verbally coached the employee on a matter and improvement is not sustained

• If an act is so egregious it must be addressed immediately beyond a verbal counseling (ex. physical fight)

• Prior to any involuntary separation (based on conduct or performance vs. end of appointment)
Document, document, document

- Create a chronology of events (including dates and times)
- Documentation must be consistent for all employees and issues
- Provide specific examples
- Identify patterns
- Address the action, not the person
- Include feedback/responses provided by the employee
Factors to Consider

Each case is reviewed on an individual basis using the following factors:

• University Policies and Procedures and Past Practices
• Nature and seriousness of the offense
• Impact to the work environment
• Pattern of behavior
• Previous corrective actions
• Amount of time since the last corrective action
• Possible Accommodations or Extenuating Circumstances
• Any other necessary factors
Case Examples

• FWS employee is not meeting the expectations of the position.
• FWS employee is not able to work the scheduled hours.
• FWS employee has worked beyond the awarded hours. What now?
• FWS employee has a balance of funds/hours and the semester is ending. What now?
• FWS employee is asking to change job duties, schedule, etc.
• I need to request the FWS to perform other functions not listed on the job posting.
Separations of Employment

ELR

• Involuntary Separation
  o Conduct
  o Performance
  o Job abandonment

All FWS Separations in advance of designated end date require:
• ePAF termination transaction.
  o Separation of Employment/Transfer Clearance Form must be attached.
Stephanie Felisme, Human Resources Manager
Student & Alumni Employment
Talent Acquisition and Management (TAM)
Timeline

July
FWS Postings go live starting the week of the announced date

October
FWS Awards cancelled after the 30th

February
All FWS Postings close to new applicants on the 28th
FWS Hiring Toolkits

hr.fiu.edu

• Step-by-Step Instructions for:
  o Hiring Managers
  o HR Liaisons

• Webinar Recording/Slides
FWS Hiring Toolkits

hr.fiu.edu

- Step-by-Step Instructions for:
  - Student candidate/finalist resources
We Are Here for You!

**Financial Aid Office**
Adelfa Ukenye, Assistant Director / ukenyea@fiu.edu

**Job Postings / Hiring**
Stephanie Felisme, HR Manager / fwshiring@fiu.edu
Talent Acquisition & Mgmt. main line (305) 348-2500

**Employee Labor & Relations**
elr@fiu.edu / (305) 348-4186

**Payroll /Timesheets / Paychecks inquiries**
DHR Customer Service Center (305) 348-2181

**Americans with Disabilities Act (ADA)**
Office of Disability Resource Center
Modesto Maidique Campus: (305) 348-3532
Biscayne Bay Campus: (305) 919-5345
Getting Credit for Attending Today

Go to:
• go.fiu.edu/fwsworkshop
• Use your MyAccounts Username
• Complete Survey