Florida State University
Office of Human Resources
Phone: (850) 644-6034

Employee Checklist FWS/CLPS Positions

Candidate name:		Candidate EmplID:	
Job opening ID:		Title:	Location:
Supervisor:		Budget: **Provide FWS Budget (indicate year)**	Hours per week:

☐ 1. Create FWS job opening save as draft (Job listing ID number is needed for Background Check Questionnaire)

   o Complete the HR Background check questionnaire and submit to HR

   o Obtain HR's determination on Background check requirement

   o Submit draft of job opening with approved background check determination

☐ 2. Contact candidates to schedule interviews

☐ 3. Conduct interviews with candidates

☐ 4. Identify top candidate

   o Discuss position requirements, schedule, and hourly rate

   o Ensure candidates direct and indirect supervisory reports to relationships do not conflict with university policy

   o Discuss anticipated start date (2-3 weeks out), job details and next steps with candidate

☐ 5. Results of candidate background check if HR determined position required background check

☐ 6. Complete I-9 Process - **MUST** be completed by 1st day of work

   o if active employee - coordinate with I-9 Administrator to request transfer of I-9 to new department

☐ 7. Complete HR Hiring Paperwork --- **(see table on page 2)**

☐ 8. Employee to complete New Employee Orientation (NEO) and department to confirm completion within 30 days of hire

Resources:
FWS Website: https://financialaid.fsu.edu/types-aid/federal-state-work-study
FSU Dropbox: https://dropbox.fsu.edu
Contact: FA-FWS@FSU.EDU

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Hiring Paperwork Required

FWS New Hire (No Job Data/Record in Omni)	Continuing FWS Employee (Active Job Data/Record in OMNI)	FWS Re-Hire (Terminated Job Record in Omni)	Active FWS Employee (additional appointment, department transfer, change in responsibilities, pay, supervisor, location, or rate)
I-9 Process	Verify I-9 is active	I-9 Rehire/Verification	I-9 Transfer
pPAF (https://hr.fsu.edu/PDF/Forms/pPaf_fill.pdf)	ePaf	pPAF (https://hr.fsu.edu/PDF/Forms/pPaf_fill.pdf)	ePAF
FWS Wizard (https://hr.fsu.edu/pdf/fws_forms.pdf)	FWS Authorization for Employment (Attach to e-Paf)	Re-Hire packet (https://hr.fsu.edu/pdf/forms/30DayPacket_fill.pdf) *packet needed: more than 30 days; less than 1 year break in service	FWS Authorization form (Attach to e-Paf)
Copy of HR's results from candidate's background check request (if applicable)	Copy of HR's results from candidate's background check request (if applicable)	Copy of HR's results from candidate's background check request (if applicable)	Copy of HR's results from candidate's background check request (if applicable)
Dual Compensation (If applicable)	Dual Compensation (If applicable)	Dual Compensation (If applicable)	Dual Compensation (if applicable)
FWS Authorization form		FWS Authorization form	*Department Transfer Note: advise former department that you are taking over work-study job record
Social Security Card			

*All hiring paperwork MUST meet required deadlines (See Payroll Deadline Dates) or follow link below:

https://hr.fsu.edu/pdf/publications/timeandleave/2019PayrollDeadlinesCalendar.pdf

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