WORKFLOW-NEW HIRE
WORKFLOW-CONTINUING EMPLOYEE

Florida State University
Office of Financial Aid
Phone: (850) 644-5716

Federal Work Study Appointment Workflow

1. Apply/Link to FWS Job Opening
2. Continue Employee
   - FWS Authorization Form (attach to ePAF)
   - Verify I-9 Still Active
3. ePAF
   - Copy of Candidate's Background Results (attach to ePAF if required)
   - Dual Compensation (if applicable)

Created 8/2/2019
WORKFLOW-REHIRE
WORKFLOW CHANGES AND TERMINATION

Florida State University
Office of Financial Aid
Phone: (850) 644-5716

Federal Work Study Appointment Workflow

1. Apply/Link to FWS Job Opening
   - Additional Appointment/Job Record
   - Department Transfer

2. Active Employee
   - Change in Responsibilities With Rate Increase
   - Supervisor of Location Change
   - Terminations
     - ePAF
     - Terminate I-9

3. ePAF
   - FWS Authorization Form
   - Copy of Candidate's Background Results (if required)

4. Additional ePAF
   - FWS Authorization Form (attach to ePAF)
   - Copy of Candidate's Background Results (if required)

5. pPAF
   - FWS Authorization Form
   - Copy of Candidate's Background Results (if required)

6. Submit Hiring Documents To FWS Office via Dropbox

Created 8/2/2019
## Federal Work Study Appointment Paper Matrix

<table>
<thead>
<tr>
<th>FWS Appointments</th>
<th>Job Listing with Background</th>
<th>FWS Authorization Form</th>
<th>Appointment Submitted On</th>
<th>New Employee Wizard Forms</th>
<th>Rehire Packet</th>
<th>I-9</th>
<th>Social Security Card</th>
<th>Copy of Candidates Background Check Results</th>
<th>Send Hiring Documents To</th>
<th>Dual Compensation</th>
</tr>
</thead>
<tbody>
<tr>
<td>New hire (no record on job data)</td>
<td>yes</td>
<td>yes</td>
<td>pPAF</td>
<td>yes</td>
<td>n/a</td>
<td>n/a</td>
<td>yes</td>
<td>Required by questionable determination or department</td>
<td>Federal Work Study Office via drop box</td>
<td>If applicable</td>
</tr>
<tr>
<td>Extending Appointment (Continuing employee)</td>
<td>yes</td>
<td>yes</td>
<td>pPAF</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>If required by questionable determination or department</td>
<td>Federal Work Study Office via drop box</td>
<td>n/a</td>
</tr>
<tr>
<td>Rehire (terminated in OMNI, less than 30 day break)</td>
<td>yes</td>
<td>yes</td>
<td>pPAF</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>If required by questionable determination or department</td>
<td>Federal Work Study Office via drop box</td>
<td>n/a</td>
</tr>
<tr>
<td>Rehire (terminated in OMNI, more than 30 day break; less than a year)</td>
<td>yes</td>
<td>yes</td>
<td>pPAF</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>If required by questionable determination or department</td>
<td>Federal Work Study Office via drop box</td>
<td>n/a</td>
</tr>
<tr>
<td>Rehire (terminated in OMNI, more than year break)</td>
<td>yes</td>
<td>yes</td>
<td>pPAF</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>If required by questionable determination or department</td>
<td>Federal Work Study Office via drop box</td>
<td>n/a</td>
</tr>
<tr>
<td>Additional appointment/job record (currently OPS adding FWS)</td>
<td>yes</td>
<td>yes</td>
<td>pPAF</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>If required by questionable determination or department</td>
<td>Federal Work Study Office via drop box</td>
<td>n/a</td>
</tr>
<tr>
<td>Department transfer (advise former department taking over job record)</td>
<td>yes</td>
<td>yes</td>
<td>pPAF</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>request transfer</td>
<td>Required by questionable determination or department</td>
<td>Federal Work Study Office via drop box</td>
<td>n/a</td>
</tr>
<tr>
<td>Change in responsibilities with rate increase</td>
<td>n/a</td>
<td>yes</td>
<td>pPAF</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>If required by questionable determination or department</td>
<td>Federal Work Study Office via drop box</td>
<td>n/a</td>
</tr>
<tr>
<td>Supervisor change</td>
<td>n/a</td>
<td>yes</td>
<td>pPAF</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>If required by questionable determination or department</td>
<td>Federal Work Study Office via drop box</td>
<td>n/a</td>
</tr>
<tr>
<td>Location change</td>
<td>n/a</td>
<td>yes</td>
<td>pPAF</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>Federal Work Study Office via drop box</td>
<td>n/a</td>
</tr>
<tr>
<td>Terminations (suspect employee is not returning as FWS)</td>
<td>n/a</td>
<td>no</td>
<td>pPAF</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
</tbody>
</table>
All documents MUST be sent together (e-Paf/p-Paf and supporting documents) by deadline in order for the appointment to be processed

• For more information on Payroll deadlines, visit the Human Resources website at the following link:
  • [https://hr.fsu.edu/pdf/publications/timeandleave/2019PayrollDeadlinesCalendar.pdf](https://hr.fsu.edu/pdf/publications/timeandleave/2019PayrollDeadlinesCalendar.pdf)

• To access the Criminal History Background Check Policy, please reference at the following link:
  • [https://policies.vpfa.fsu.edu/policies-and-procedures/faculty-staff/employment-and-recruitment#4-OP-C-7-B11](https://policies.vpfa.fsu.edu/policies-and-procedures/faculty-staff/employment-and-recruitment#4-OP-C-7-B11)

• FSU Drop Box: [https://dropbox.fsu.edu/](https://dropbox.fsu.edu/)

• Federal Work Study Email: [FA-FWS@FSU.EDU](mailto:FA-FWS@FSU.EDU)

• Federal Work Study Website, please reference at the following link:
  • [https://financialaid.fsu.edu/types-aid/federal-state-work-study](https://financialaid.fsu.edu/types-aid/federal-state-work-study)
EMPLOYEE CHECKLIST

Employee Checklist FWS/CLPS Positions

<table>
<thead>
<tr>
<th>Candidate name:</th>
<th>Candidate EmpID:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job opening ID:</td>
<td>Title:</td>
</tr>
<tr>
<td>Supervisor:</td>
<td>Budget: Provide FWS Budget (Indicate year)</td>
</tr>
<tr>
<td></td>
<td>Location:</td>
</tr>
<tr>
<td></td>
<td>Hours per week:</td>
</tr>
</tbody>
</table>

1. Create FWS job opening
2. Contact candidates to schedule interviews
3. Conduct interviews with candidates
4. Identify top candidate
   - Discuss position requirements, schedule, and hourly rate
   - Ensure candidates direct and indirect supervisory reports to relationships do not conflict with university policy
   - 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
   - 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
### Hiring Paperwork Required

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

*All hiring paperwork MUST meet required deadlines (See Payroll Deadline Dates) or follow link below: [https://hr.fsu.edu/pdf/publications/timeandleave/2019PayrollDeadlinesCalendar.pdf](https://hr.fsu.edu/pdf/publications/timeandleave/2019PayrollDeadlinesCalendar.pdf)

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