



**FEDERAL WORK STUDY JOB AIDS**

**WORKFLOW**

**APPOINTMENT MATRIX**

**CHECKLIST**

# WORKFLOW-NEW HIRE



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

## Federal Work Study Appointment Workflow

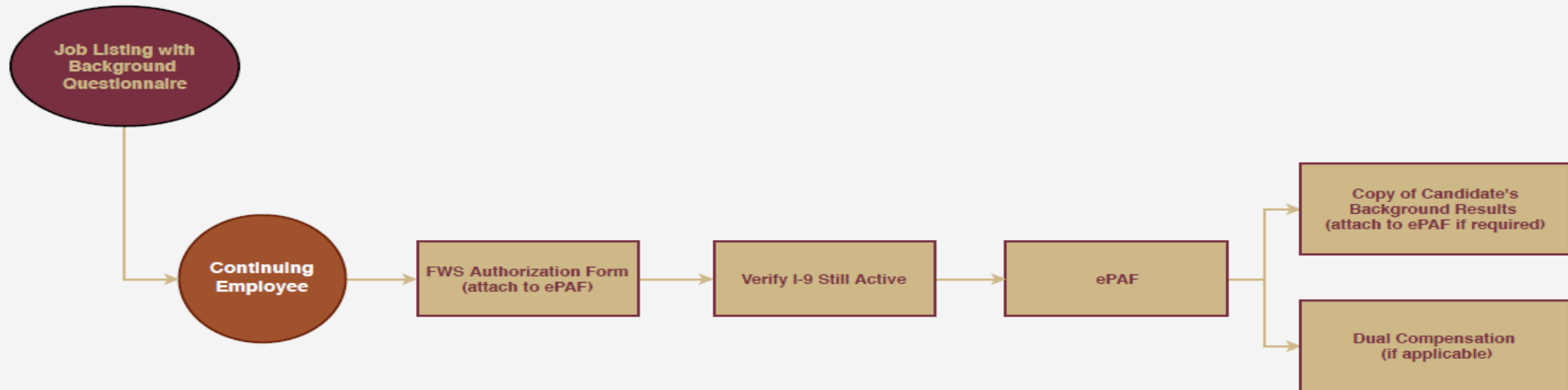


# WORKFLOW-CONTINUING EMPLOYEE



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

## Federal Work Study Appointment Workflow

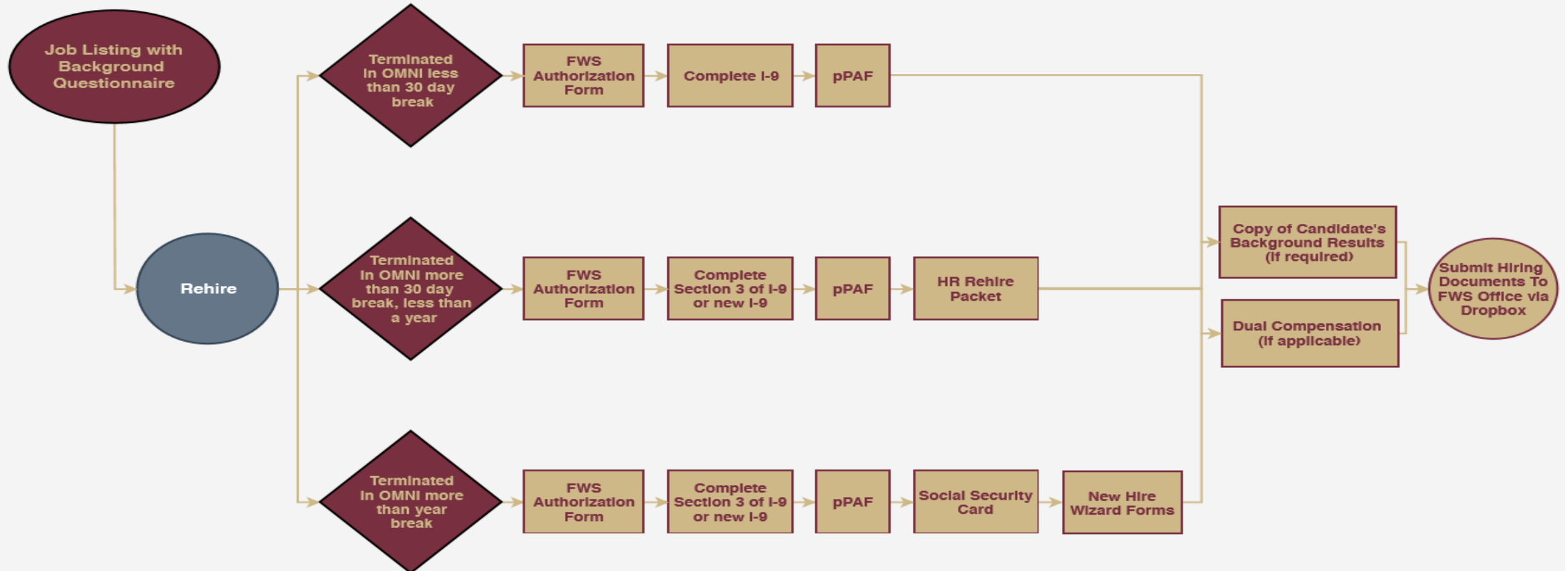


# WORKFLOW-REHIRE

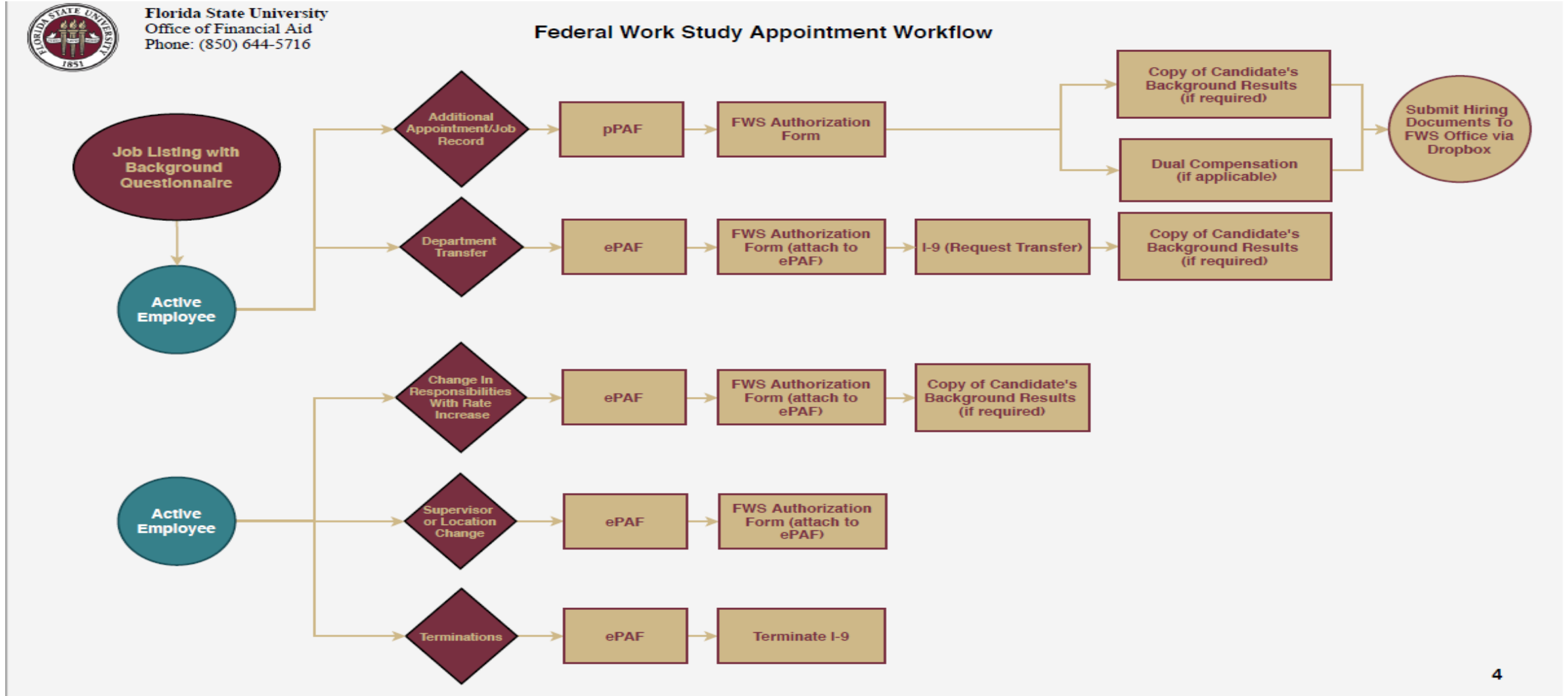


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## Federal Work Study Appointment Workflow



# WORKFLOW CHANGES AND TERMINATION



# APPOINTMENT PAPER MATRIX



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Office of Financial Aid  
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## Federal Work Study Appointment Paper Matrix

FWS Appointments	Job Listing with Background	FWS Authorization Form	Appointment Submitted On	New Employee Wizard Forms	Rehire Packet	I-9	Social Security Card	Copy of Candidates Background Check Results	Send Hiring Documents To	Dual Compensation
<b>New hire (no record on job data)</b>	yes	yes	pPAF	yes	n/a	yes	yes	if required by questionnaire determination or department	Federal Work Study Office via drop box	if applicable
<b>Extending Appointment (Continuing employee)</b>	yes	yes; attach to ePAF	ePAF	n/a	n/a	verify still active	n/a	if required by questionnaire determination or department (attach to ePAF)	n/a	if applicable
<b>Rehire (terminated in OMNI, less than 30 day break)</b>	yes	yes	pPAF	n/a	n/a	yes	n/a	if required by questionnaire determination or department	Federal Work Study Office via drop box	if applicable
<b>Rehire (terminated in OMNI, more than 30 day break; less than a year )</b>	yes	yes	pPAF	n/a	yes	yes; section 3 or new i-9	n/a	if required by questionnaire determination or department	Federal Work Study Office via drop box	if applicable
<b>Rehire (terminated in OMNI, more than year break)</b>	yes	yes	pPAF	yes	n/a	yes; section 3 or new i-9	yes	if required by questionnaire determination or department	Federal Work Study Office via drop box	if applicable
<b>Additional appointment/job record (currently OPS adding FWS)</b>	yes	yes	pPAF	n/a	n/a	n/a	n/a	if required by questionnaire determination or department	Federal Work Study Office via drop box	if other record is with different department or more than 100 FTE with in same
<b>Department transfer (advise former department taking over job record)</b>	yes	yes; attach to ePAF	ePAF	n/a	n/a	request transfer	n/a	if required by questionnaire determination or department (attach to ePAF)	n/a	if applicable
<b>Change in responsibilities with rate increase</b>	n/a	yes; attach to ePAF	ePAF	n/a	n/a	n/a	n/a	if required by questionnaire determination or department (attach to ePAF)	n/a	n/a
<b>Supervisor change</b>	n/a	yes; attach to ePAF	ePAF	n/a	n/a	n/a	n/a	n/a	n/a	n/a
<b>Location change</b>	n/a	yes; attach to ePAF	ePAF	n/a	n/a	n/a	n/a	n/a	n/a	n/a
<b>Terminations (confirm employee is not returning as FWS)</b>	n/a	no	ePAF	n/a	n/a	terminate	n/a	n/a	n/a	n/a

# FWS APPOINTMENT PAPER MATRIX (page 2)

**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>
- 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>
- FSU Drop Box: <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>

# EMPLOYEE CHECKLIST



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

## Employee Checklist FWS/CLSP/FWEP Positions

Candidate name:	Candidate EmpID:	
Job opening ID:	Title:	Location:
Supervisor:	Budget:	Hours per week: 20

- 1. Create FWS job opening save as draft (Job listing ID number is needed for Background Check Questionnaire)
  - Complete the HR Background check questionnaire and submit to HR
  - Obtain HR's determination on Background check requirement
  - 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
  - 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



# EMPLOYEE CHECKLIST (page 2)

## 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 ( <a href="https://hr.fsu.edu/PDF/Forms/pPaf_fill.pdf">https://hr.fsu.edu/PDF/Forms/pPaf_fill.pdf</a> )	ePaf	pPAF ( <a href="https://hr.fsu.edu/PDF/Forms/pPaf_fill.pdf">https://hr.fsu.edu/PDF/Forms/pPaf_fill.pdf</a> )	ePAF
FWS Wizard ( <a href="https://hr.fsu.edu/pdf/fws_forms.pdf">https://hr.fsu.edu/pdf/fws_forms.pdf</a> )	FWS Authorization for Employment (Attach to e-Paf)	Re-Hire packet ( <a href="https://hr.fsu.edu/pdf/forms/30DayPacket_fill.pdf">https://hr.fsu.edu/pdf/forms/30DayPacket_fill.pdf</a> ) *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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