FEDERAL WORK STUDY JOB AIDS

WORKFLOW

APPOINTMENT MATRIX
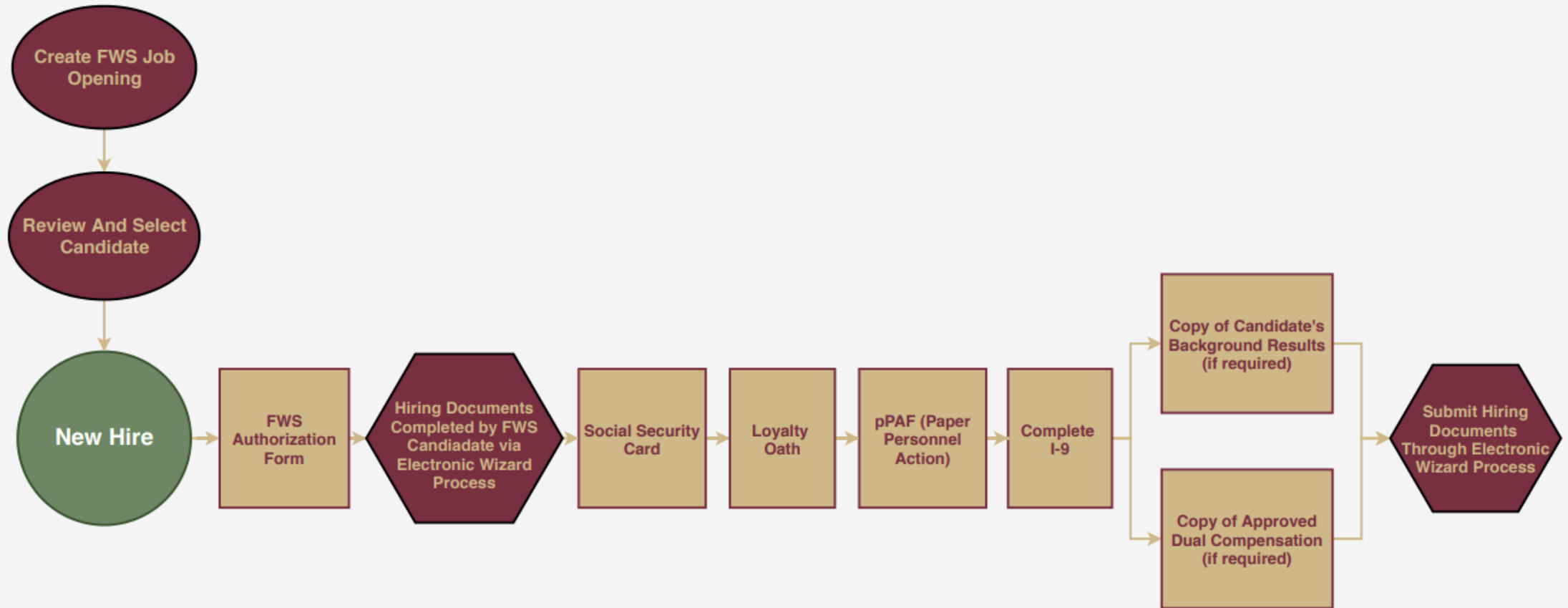
CHECKLIST

Created 7/13/2020

WORKFLOW-NEW HIRE

Created 7/13/2020

WORKFLOW-CONTINUING EMPLOYEE

Created 7/13/2020

WORKFLOW-REHIRE

Created 7/13/2020

WORKFLOW-CHANGES AND TERMINATION

Created 7/13/2020
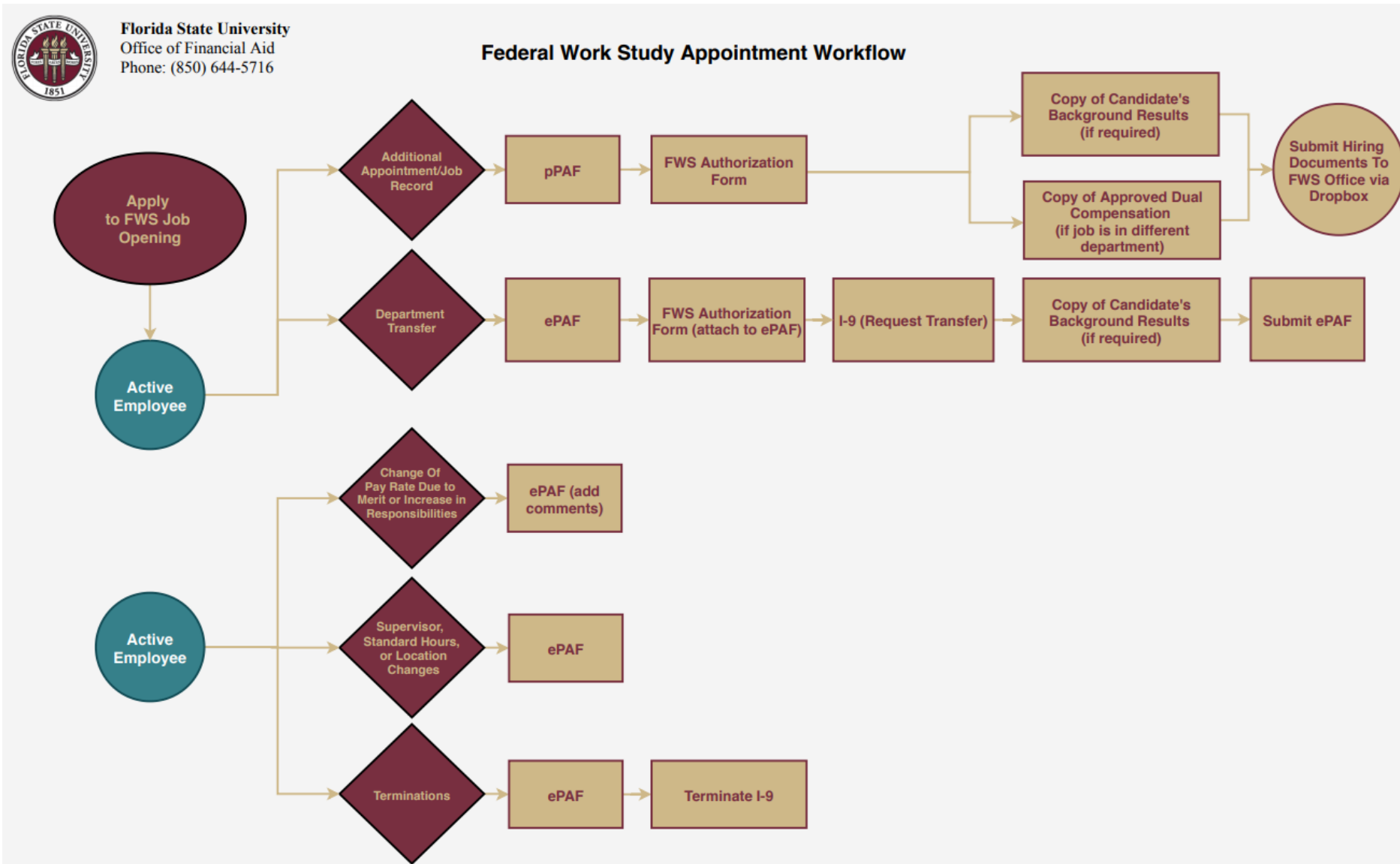
Federal Work Study Appointment Paper Matrix

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

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FWS APPOINTMENT PAPER MATRIX (page 2)

All documents MUST be sent together (e-Paf/p-Paf and supporting documents) by Payroll Personnel Actions deadline in order for the appointment to be processed

- View the required Payroll deadlines for Personnel Actions at the following link:
  - https://hr.fsu.edu/PDF/Publications/timeandleave/2020-PAYROLL-DEADLINES-FOR-PERSONNEL-ACTIONS-1-7-20.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
  - For information on Criminal History Background Check, please go to the following link: hr.fsu.edu/?page=ers/bgc/1-home
- FSU Drop Box: https://dropbox.fsu.edu/
- Federal Work Study Email: FA-FWS@FSU.EDU
- Federal Work Study Website, please reference at the following link:
  - https://financialaid.fsu.edu/types-aid/federal-state-work-study
- New Employee Forms Wizard - Federal Work Study Candidate
  - https://hrapps.fsu.edu/formswizard6_fws/

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