Federal Work Study Appointment Workflow

1. Create FWS Job Opening
2. Review And Select Candidate
3. New Hire
   - FWS Authorization Form
   - Hiring Documents Completed by FWS Candidate via Electronic Wizard Process
4. Social Security Card
5. Loyalty Oath
6. pPAF (Paper Personnel Action)
7. Complete I-9
8. Copy of Candidate's Background Results (if required)
9. Copy of Approved Dual Compensation (if required)
10. Submit Hiring Documents Through Electronic Wizard Process

Created 7/13/2020
Federal Work Study Appointment Workflow

1. **Apply to FWS Job Opening**
   - **Continuing Employee**
     - **FWS Authorization Form (attach to ePAF)**
     - **Verify I-9 Still Active**
     - **Copy of Candidate's Background Results (attach to ePAF if required)**
     - **Copy of Approved Dual Compensation (if required)**
     - **Submit ePAF**

Created 7/13/2020
WORKFLOW-REHIRE
## Federal Work Study Appointment Paper Matrix

<table>
<thead>
<tr>
<th>FWS Appointments</th>
<th>Job Listing with Background Questionnaire</th>
<th>FWS Authorization Form</th>
<th>Appointment Submitted On</th>
<th>New Employee Forms Wizard Link</th>
<th>Rehire Packet</th>
<th>I-9</th>
<th>Social Security Card</th>
<th>Copy of Candidates Background Check Results</th>
<th>Copy of Approved Dual Compensation</th>
<th>Send Hiring Documents To</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></td>
<td>yes</td>
<td>if required by questionnaire determination within Job listing</td>
<td>if required</td>
<td>Electronic Wizard Process</td>
</tr>
<tr>
<td>Extending Appointment (Continuing employee)</td>
<td>no</td>
<td>yes; attach to ePAF</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td></td>
<td>n/a</td>
<td>if required by questionnaire determination within Job listing</td>
<td>if required</td>
<td>attach to ePAF</td>
</tr>
<tr>
<td>Rehire (terminated in OMNL less than 30 day break)</td>
<td>yes</td>
<td>yes</td>
<td>pPAF</td>
<td>n/a</td>
<td>yes; section 3 or new I-9</td>
<td>n/a</td>
<td>n/a</td>
<td>if required by questionnaire determination within Job listing</td>
<td>if required</td>
<td>Federal Work Study Office via drop box</td>
</tr>
<tr>
<td>Rehire (terminated in OMNL more than 30 day break)</td>
<td>yes</td>
<td>yes</td>
<td>pPAF</td>
<td>n/a</td>
<td>yes; section 3 or new I-9</td>
<td>n/a</td>
<td>n/a</td>
<td>if required by questionnaire determination within Job listing</td>
<td>if required</td>
<td>Electronic Wizard Process</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></td>
<td>n/a</td>
<td>if required by questionnaire determination within Job listing</td>
<td>if required</td>
<td>Federal Work Study Office via drop box</td>
</tr>
<tr>
<td>Department transfer (advise former department taking over job record)</td>
<td>yes</td>
<td>yes; attach to ePAF</td>
<td>n/a</td>
<td>n/a</td>
<td>request transfer with HR</td>
<td>n/a</td>
<td>n/a</td>
<td>if required by questionnaire determination within Job listing</td>
<td>if required</td>
<td>n/a</td>
</tr>
<tr>
<td>Change of pay rate due to merit or increase in responsibilities</td>
<td>n/a</td>
<td>no</td>
<td>ePAF</td>
<td>n/a</td>
<td>n/a</td>
<td></td>
<td>n/a</td>
<td>if required by questionnaire determination within Job listing</td>
<td>if required</td>
<td>n/a</td>
</tr>
<tr>
<td>Change in Supervisor/ Standard Hours / Location</td>
<td>n/a</td>
<td>no</td>
<td>ePAF</td>
<td>n/a</td>
<td>n/a</td>
<td></td>
<td>n/a</td>
<td>if required by questionnaire determination within Job listing</td>
<td>if required</td>
<td>n/a</td>
</tr>
<tr>
<td>Change in job description (duties) with rate increase</td>
<td>yes</td>
<td>yes; attach to ePAF</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td></td>
<td>n/a</td>
<td>if required by questionnaire determination within Job listing</td>
<td>if required</td>
<td>n/a</td>
</tr>
<tr>
<td>Terminations (confirm employee is not returning as FWS)</td>
<td>n/a</td>
<td>no</td>
<td>ePAF</td>
<td>n/a</td>
<td>terminate</td>
<td>n/a</td>
<td>n/a</td>
<td>if required by questionnaire determination within Job listing</td>
<td>if required</td>
<td>n/a</td>
</tr>
</tbody>
</table>
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](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](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](https://hr.fsu.edu/?page=ers/bgc/1-home)
- FSU Drop Box: [https://dropbox.fsu.edu/](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](https://financialaid.fsu.edu/types-aid/federal-state-work-study)
- New Employee Forms Wizard - Federal Work Study Candidate
  - [https://hrapps.fsu.edu/formswizard6_fws/](https://hrapps.fsu.edu/formswizard6_fws/)

Created 7/13/2020