Florida State University
Office of Financial Aid
Phone: (850) 644-0539

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

- ☐ 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, **beginning with the next possible pay period begin date (See HR deadline dates),** job details, and next steps with candidate

- ☐ 5. Results of candidate background check if HR determined position required a 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:
Criminal History Background Check Forms Portal: hrapps.fsu.edu/background_check_portal/index.cfm?page=home#/
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 or Terminated More Than 30 Days)	Continuing FWS Employee (Active Job Data/Record in OMNI)	FWS Re-Hire (Terminated Job Record in Omni - Less Than 30 days)	Active FWS Employee (additional appointment, department transfer, change in responsibilities, pay rate, supervisor, or location)
I-9 Process	Verify I-9 is active	I-9 Rehire/Verification	I-9 Transfer (if changing departments)
pPAF (https://hr.fsu.edu/PDF/Forms/pPaf_fill.pdf)	ePaf	pPAF (https://hr.fsu.edu/PDF/Forms/pPaf_fill.pdf)	ePAF
FWS New Hire Wizard (https://hrapps.fsu.edu/formswizard6_fws/)	FWS Authorization for Employment (Attach to e-Paf)		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)
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

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

https://hr.fsu.edu/PDF/Publications/timeandleave/2020-PAYROLL-DEADLINES-FOR-PERSONNEL-ACTIONS-1-7-20.pdf

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