

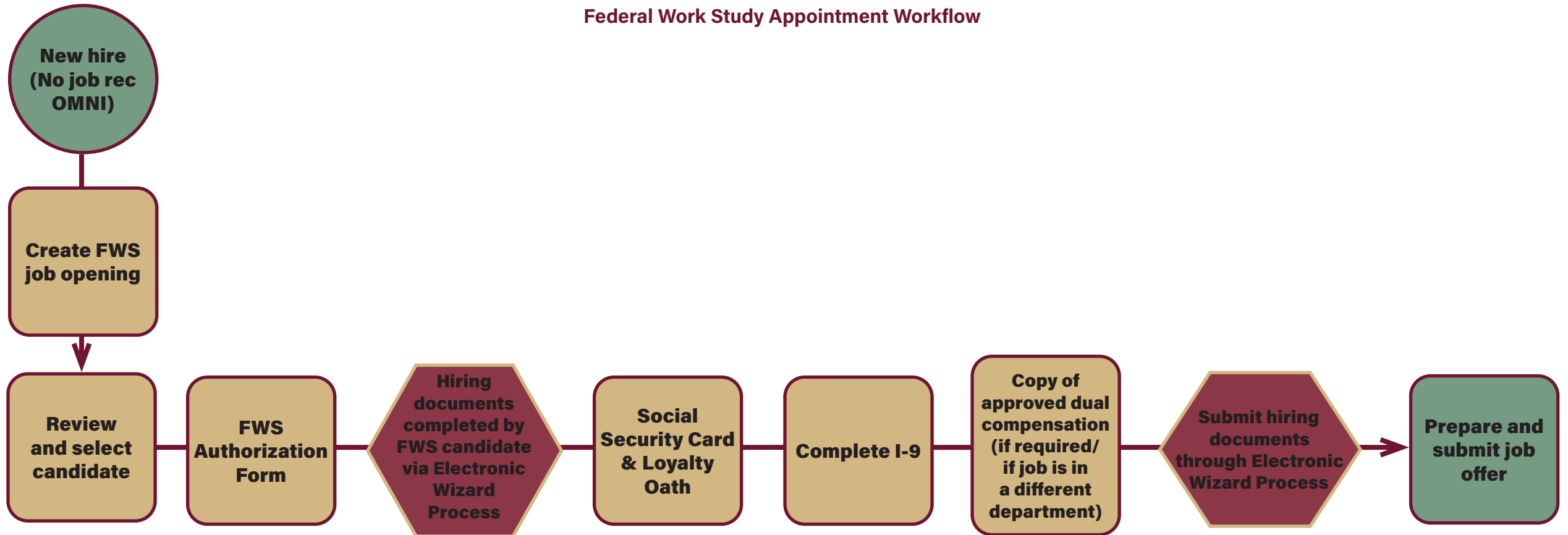


Federal Work Study Job Aids Workflow Appointment Matrix Checklist



Workflow: New Hire

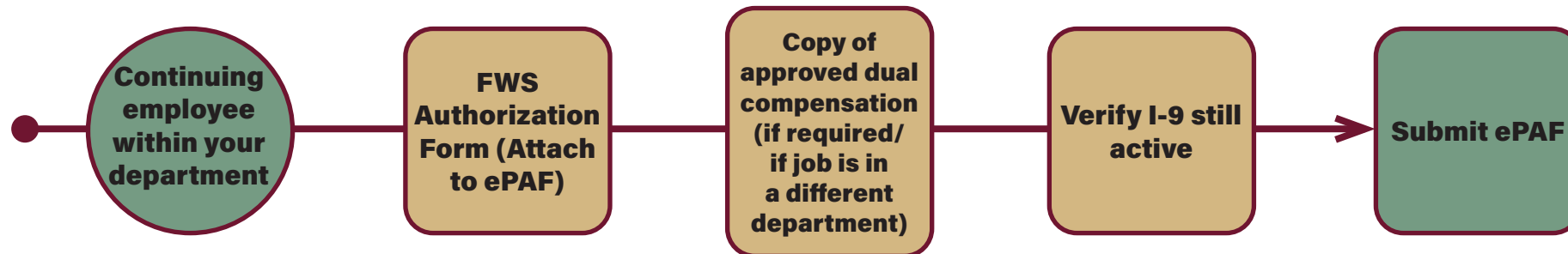
Federal Work Study Appointment Workflow





Workflow: Continuing Employee

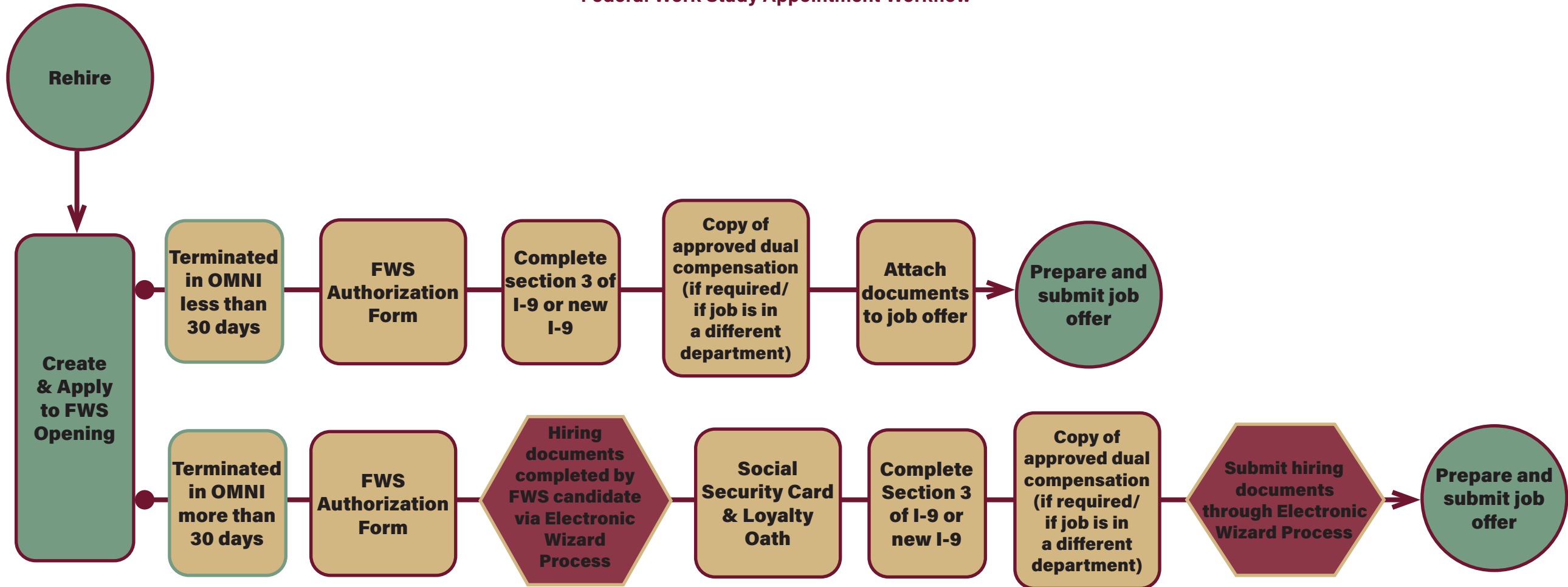
Federal Work Study Appointment Workflow





Workflow: Rehire

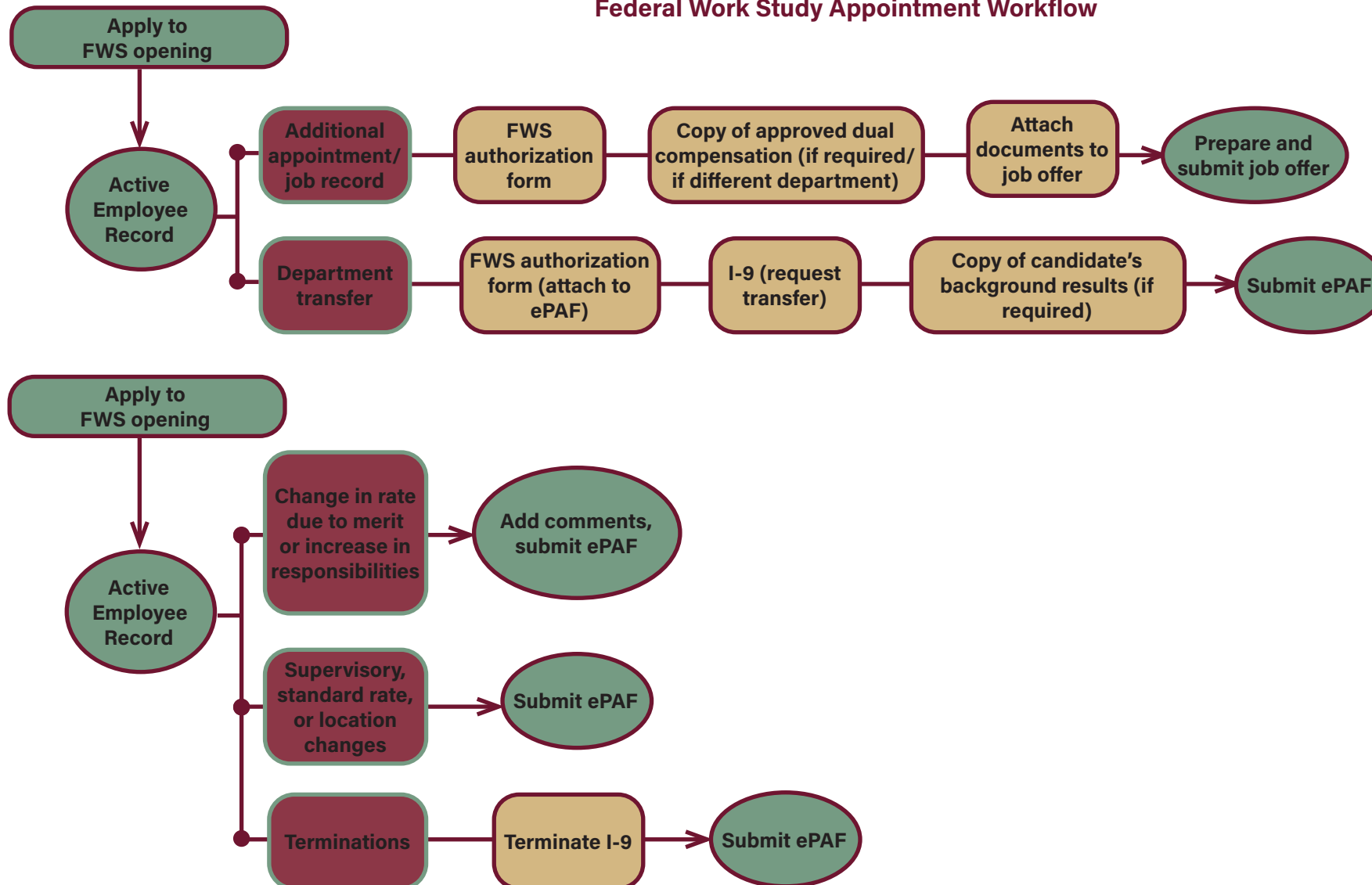
Federal Work Study Appointment Workflow





Workflow: Changes and Termination

Federal Work Study Appointment Workflow





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Federal Work Study Appointment Matrix

FWS Appointments	Create & Apply to Job Listing	FWS Authorization Form	Background Check (BGC)	New Employee Forms Wizard	SS Card/ Loyalty Oath	I-9	Send Hiring Documents Through	Appointment Submitted
New hire, no record on job data	Yes	Yes	Submit BGC to HR portal if required	Yes	Yes	Yes	Electronic Wizard Process	Prepare/submit job offer
Extending appointment (continuing employee/within your department)	No	Yes, attach to ePAF	N/A	N/A	N/A	Verify still active	N/A	ePAF
Rehire (Terminated in OMNI, less than 30 day break)	Yes	Yes	Submit BGC to HR portal if required	N/A	N/A	Yes	Attach authorization to job offer	Prepare/submit job offer
Rehire (Terminated in OMNI, more than 30 day break)	Yes	Yes	Submit BGC to HR portal if required	Yes	Yes	Yes; section 3 or new I-9	Electronic Wizard Process	Prepare/submit job offer
Additional appointment/job record (currently OPS adding FWS)	Yes	Yes	Submit BGC to HR portal if required	N/A	N/A	N/A	Attach to job offer	Prepare/submit job offer
Department transfer (advise former department taking over job record)	Yes	Yes, attach to ePAF	Submit BGC to HR portal if required, plus attach to ePAF	N/A	N/A	Request transfer	N/A	ePAF
Change of rate of pay due to merit or increase in responsibilities	N/A	No	N/A	N/A	N/A	N/A	N/A	ePAF
Change in supervisor, standard hours, or location	N/A	No	N/A	N/A	N/A	N/A	N/A	ePAF
Complete change in job description (duties) with rate increase	N/A	Yes	Submit BGC to HR portal if required, plus attach to ePAF	N/A	N/A	N/A	N/A	ePAF
Terminations (confirm employee is not returning as FWS)	N/A	No	N/A	N/A	N/A	Terminate	N/A	ePAF



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Federal Work Study Appointment Paper Matrix, cont.

All documents MUST be sent together (Job Offer/ePAF and supporting documents) by the Payroll Personnel Actions deadline for the appointment to be processed.

- You can view the required payroll deadlines for personnel actions at the [Calendar](#) link.
- For the Criminal History Background Check Policy, see: <https://policies.vpfa.fsu.edu/policies-and-procedures/faculty-staff/employment-and-recruitment#4-0P-C-7-B 11>.
 - For information on the Criminal History Background Check, reference: hr.fsu.edu/?page=ers/bgc/1-home.
 - To submit the Criminal History Background Check, please visit:
<https://hr.fsu.edu/sections/employment-recruitment-services/departments/background-checks/v-background-check-forms-portal>.
- The Federal Work Study Email is: **FA-FWS@FSU.EDU**.
- Please reference the Federal Work Study website here: <https://financialaid.fsu.edu/types-aid/federal-state-work-study>.
- The New Employee Forms Wizard—Federal Work Study Candidate is found here: <https://hrapps.fsu.edu/formswizard6fws>.
- The Department Representative Wizard is located here: <https://hrapps.fsu.edu/formswizard6fws/deptreps/index.cfm?page=main>.



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FWS Employee Checklist for HR Reps

Candidate Name:	Candidate EMPLID:	
Job Opening ID:	Title:	Wizard #:
Supervisor:	Budget (provide FWS budget & indicate year):	Hours per week:

- 1. Create the FWS job opening.
- 2. Contact the candidates to schedule interviews.
- 3. Conduct interviews with candidates.
- 4. Identify the top candidates:
 - Discuss the position requirements, schedule, and hourly rate.
 - Ensure that the candidate's direct and indirect supervisory reports do not conflict with university policy.
 - Nepotism Policy**
 - Discuss job details, anticipated start date (**beginning with the next possible pay period begin date; see HR deadline dates**), and the next steps in the hiring process with the candidate.
- 5. Get the results of candidate background check, if HR has determined the position required a background check.
- 6. Complete the 1-9 Process, which **MUST** be completed by first day of work.
 - If this is an active employee, coordinate with the 1-9 Administrator to request a transfer of the 1-9 to the new department.
- 7. Complete the HR Hiring Paperwork (**refer to the FWS appointment matrix**).
- 8. Have the employee complete the New Employee Orientation (NEO) and ensure the department confirms the completion within 30 days of hire.

All Hiring documents must be received by the FSU Payroll deadline (see payroll deadline dates in the Calendar)

Resources

Criminal History Background Check Forms Portal: hrapps.fsu.edu/backgroundcheckportal/index.cfm?page=home#/FWS

Website: <https://financialaid.fsu.edu/types-aid/federal-state-work-study>

Contact: FA-FWS@FSU.EDU