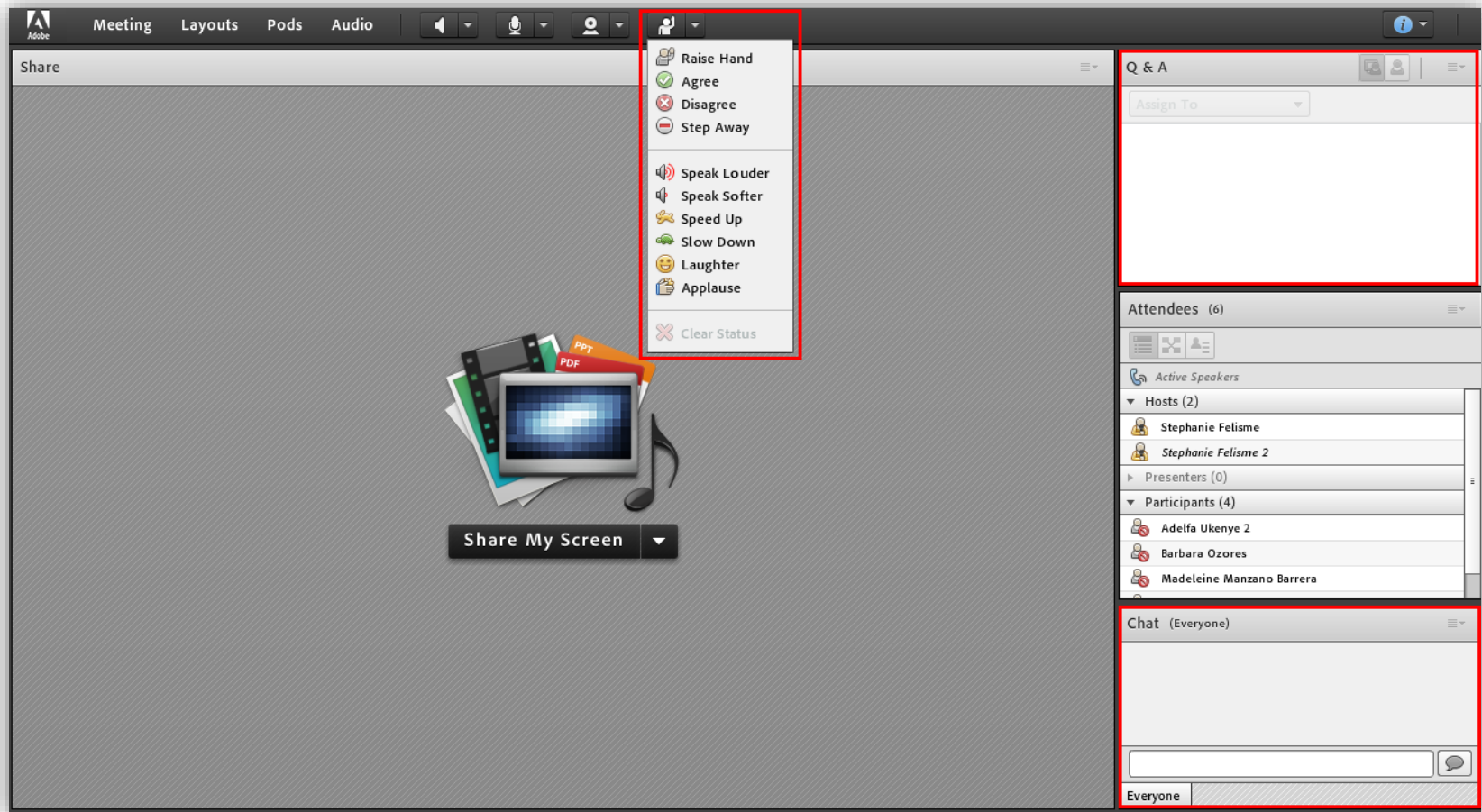


# ***Federal Work Study (FWS) Employment Workshop***

**Office of Financial Aid  
Division of Human Resources**

# Adobe Connect Functionality



# Today's Speakers



Adelfa Ukenye, Assistant Director  
Office of Financial Aid



Stephanie Felisme, Human Resources Manager  
Temporary and Student Employment Services  
Talent Acquisition and Management (TAM)



Shelly-Ann Davidson, Employee Labor Relations Specialist  
Employee and Labor Relations

# Agenda

- Federal Work Study (FWS) Program
- Hiring FWS Students
- FWS Action Forms
- Leading and Managing FWS Employees Performance
- Resources

# FEDERAL WORK STUDY PROGRAM

Adelfa Ukenye, Assistant Director  
Office of Financial Aid



# What is Federal Work-Study?

- Provides part-time employment while students are enrolled in school.
- Students earn money to help pay education expenses.
- Available to undergraduate, graduate, and professional students.
- Available to full-time or part-time students.

**Federal Student Aid**  
*An OFFICE of the U.S. DEPARTMENT of EDUCATION*

# Federal Work Study Awards

- Students **MUST** be awarded and have accepted FWS award for the 2017-2018 Academic year.
- Students will receive an email with instructions on how to apply for FWS job opportunities.



July 10<sup>th</sup>, 2017

Dear FIU Federal Work Study (FWS) Students,

We are soon approaching the beginning of the **2017-2018** academic year and today, **Friday, July 21<sup>st</sup>** the Division of Human Resources (DHR) will post all Federal Work Study job opportunities on [careers.fiu.edu](https://careers.fiu.edu). In order to be considered for a FWS position **ALL STUDENTS, New and Returning, MUST** apply online as "Prospective employees".

***Before you begin your job search, please review the following important tips about your Federal Work Study (FWS) Award and how to apply for a position:***

1. Your Financial Aid award letter **MUST** indicate that you have been awarded "Federal Work Study" for the **2017-2018** academic year. To view if you have been awarded Federal Work Study for 2017-2018:
  - Login to MyFIU: <https://my.fiu.edu/>
  - Click on: **Accept/Decline Awards**
  - Click on: **2017**
  - If awarded, it will say: **Federal Work Study (Please be aware that you must accept the FWS award)**
2. You **MUST** have your resume available to upload with your application.
  - For helpful tips on Resume Writing and Interviewing guidelines, please visit [Career and Talent Development](#):
    - ✓ Resume critiques (Walk-in Program)
    - ✓ Mock interviews (Practice Interview Program)

## Financial Aid

## Award Package

Federal Aid Year **2017-2018**

Your financial aid package has been revised based on updated information. Please review each award and corresponding message. You may Accept and/or Decline any or all of the awards that are currently available. Remember to 'Submit' your changes.

Last Updated: 06/09/2010 2:19:19PM

Status: Revised Package

Award	Category	Career	Offered	Accepted	Accept	Decline
<a href="#">Federal Pell Grant</a>	Grant	Undergraduate	4,600.00	4,600.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">Federal Work Study</a>	Work/Study	Undergraduate	\$ 2,000.00	\$ 2,000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">Estimate FL Medallion Schol-SP</a>	Scholarship	Undergraduate	1,425.00	<input type="text" value="1,425.00"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">University Grant</a>	Grant	Undergraduate	1,900.00	1,900.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">Estimate FL Medallion Schol-FA</a>	Scholarship	Undergraduate	1,425.00	<input type="text" value="1,425.00"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
DL - Federal Direct Loan Unsub	Loan	Undergraduate	0.00	0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
DL - Federal Direct Loan Sub	Loan	Undergraduate	0.00	0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>TOTAL</b>			<b>18,350.00</b>	<b>18,350.00</b>		

Currency used is US Dollar.

[accept all](#)

[decline all](#)

[clear all](#)

[update totals](#)

[SUBMIT](#)



# Steps for First Time Hiring Managers

- To attain a new FWS Activity number, the department must complete and submit the Activity Number & Department Maintenance Request Form to the Office of the Controller <http://finance.fiu.edu/controller/Forms.html>

## **Financials Systems and Support** [\(Top of page\)](#)

### • [Activity Number & Department Maintenance Request eForm](#)

- [Instructions to Requestor](#)
- [List of CIP Codes](#) by Department ID for Academic Programs currently offered by FIU. If the Department ID for the new activity is not on the list, please use 00.0000.
- [Auxiliary Packet](#) must be completed for all fund group 300 and sent to David Snider.
- For department changes, enter the existing department ID and ONLY COMPLETE the fields to be changed.

# Steps for First Time Hiring Managers

- Attain FWS Activity Number from Budget Manager.
- After you have a FWS Activity Number and Matching Activity Number, you can submit the FWS Posting Request Form to TAM through [myhr.fiu.edu](http://myhr.fiu.edu).

# HIRING FWS STUDENTS

Stephanie Felisme, Human Resources Manager  
Temporary and Student Employment Services  
Talent Acquisition and Management (TAM)



# Posting a new FWS Position

Favorites ▾ Main Menu ▾ > Self Service ▾ > Employee Resources ▾ > Employee Forms

Academic Affairs Forms
Benefits Forms
Compensation Forms
Employee Labor Relations Forms
Employee Records Forms
Equal Opportunity Programs & Diversity Forms
Payroll Forms
Recruitment Forms

- ⇒ [Administrative/Staff New Hire Form](#)
- ⇒ [Candidate Reference Check Form \(Entry Level\)](#)
- ⇒ [Candidate Reference Check Form \(Leadership/Middle\)](#)
- ⇒ [Federal Work Study Change Form](#)
- ⇒ [Federal Work Study Hire Form](#)
- ⇒ [Federal Work Study Posting Request](#)
- ⇒ [Internship On Campus Assignment Learning Goals](#)
- ⇒ [Person of Interest Form](#)
- ⇒ [Request For Waiver Of Bachelor Degree](#)
- ⇒ [Request for Promotion In Law Enforcement](#)
- ⇒ [Request to post a Temporary/Student Job Opening](#)
- ⇒ [Strategic Hiring Form](#)
- ⇒ [Temporary Appointment/Student Assistant Change In Status Form](#)
- ⇒ [Temporary Appointment/Student Assistant New Hire Form](#)

- Must be a new posting where a position# was never created previously.
- FWS Posting Request Form in employee forms library.

# FWS Posting Request Form

- Working Title
- Job Summary
- Desired qualifications (if applicable)
  - Salary determined by TAM based on duties.



## Federal Work Study Posting Request Form

Name

Stephanie Felisme

Phone

3053482661

Email

sfelisme@fiu.edu

Date

7/12/2016

### Department Information

Org Department

Business Unit

Campus

Location

FWS Activity

FWS Program

# Finalizing Your FWS Posting

- TAM will email you the new Position Number.
- Go online to [myhr.fiu.edu](http://myhr.fiu.edu) and review your posting.
- Send changes or updates to Stephanie Felisme at [sfelisme@fiu.edu](mailto:sfelisme@fiu.edu).

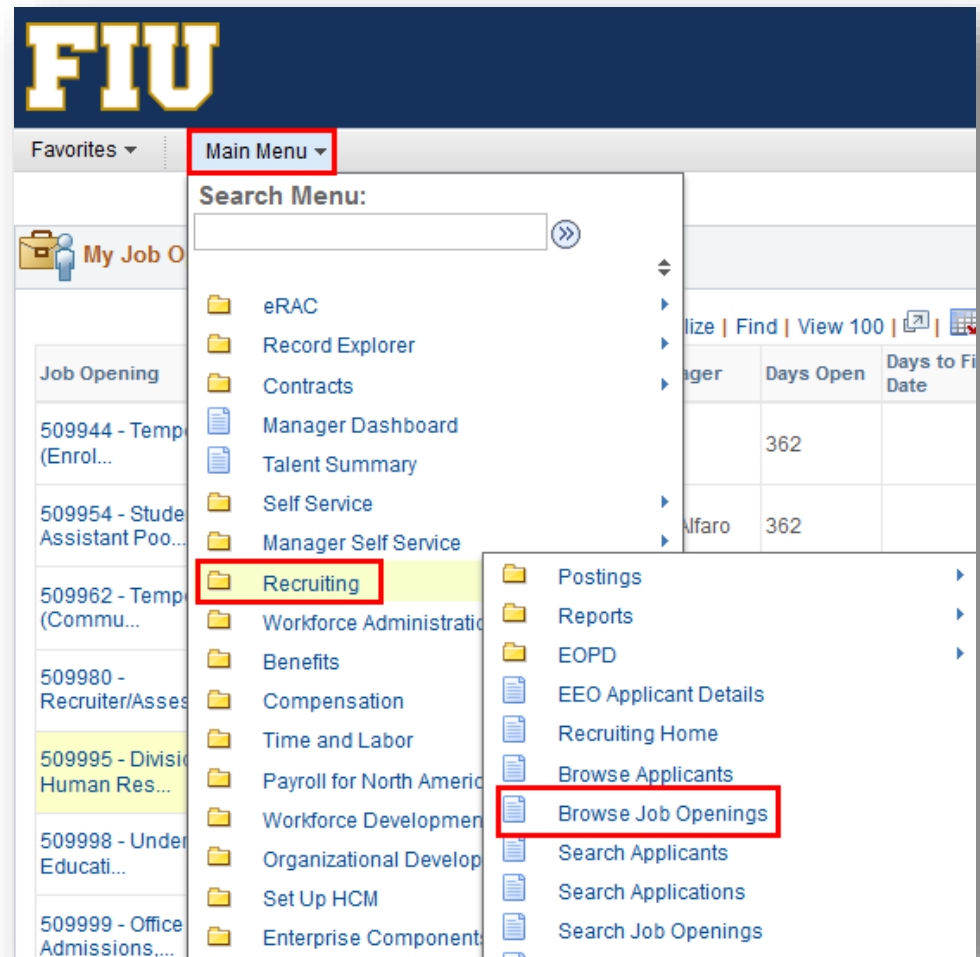
# How Can FWS Students Apply



- FWS postings will be available at careers.fiu.edu.
- FWS Student MUST be awarded and have accepted their FWS award.

# Reviewing FWS Applicant Pool

Human Resources admin>Main Menu>Recruiting>Browse Job Openings

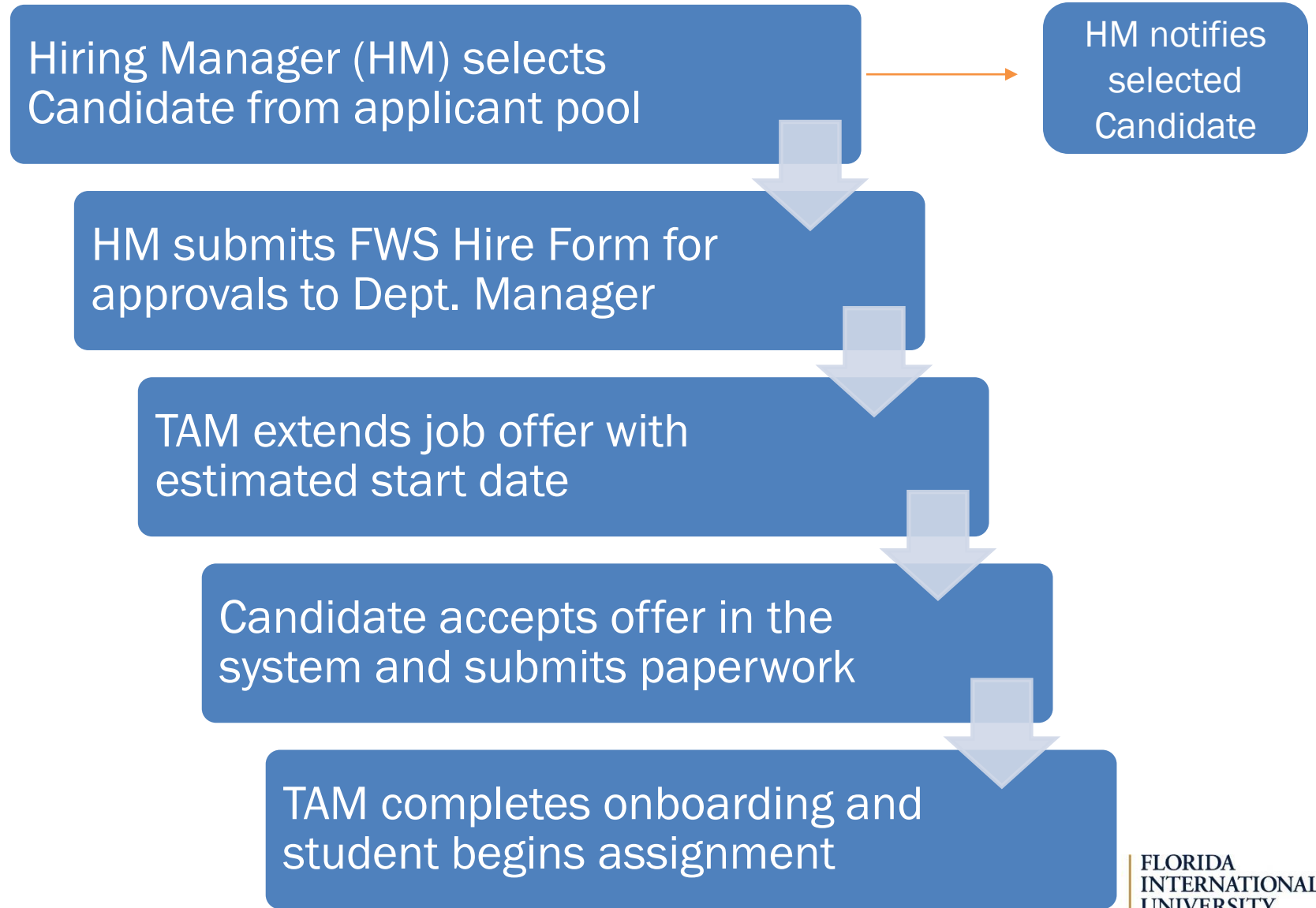




# Reviewing FWS Applicant Pool

Applicants												
Applicant Search Applicant Screening Activity & Attachments Details												
All (27)	Applied (12)	Reviewed (0)	Screen (0)	Route (0)	Interview (0)	Offer (0)	Hire (0)	Hold (0)	F			
Applicants ?												
Select	Reviewed	Applicant Name▲	Applicant ID	Type	Vet Pref	Disposition	Panther ID	Currently Enrolled?	Academic Career	Credits	FWS Awarded?	Awarded Terms
<input type="checkbox"/>	<input type="checkbox"/>	Anna Espinosa	627485	External	N	Applied	5209329	Yes	Undergrad	16.000	No	
<input type="checkbox"/>	<input type="checkbox"/>	Annica Reneus	627144	External	N	Reject	5542487	Yes	Undergrad	13.000	Yes	Fall/Spring
<input type="checkbox"/>	<input type="checkbox"/>	Ariel Vizcaino	630127	Employee	N	Reject	5683505	No	Undergrad	14.000	Yes	Fall Only
<input type="checkbox"/>	<input type="checkbox"/>	Ashley Hahn	627203	External	N	Reject	5657751	Yes	Undergrad	15.000	Yes	Fall Only
<input type="checkbox"/>	<input type="checkbox"/>	Brandon Johnson	631728	External	N	Reject	3932964	No	Graduate	0.000	Yes	Summer
<input type="checkbox"/>	<input type="checkbox"/>	Breylis Riech	629485	External	N	Reject	5446744	Yes	Undergrad	18.000	Yes	Fall/Spring
<input type="checkbox"/>	<input type="checkbox"/>	Catalina Ortega	627742	External	N	Reject	5705558	Yes	Undergrad	13.000	Yes	Fall/Spring

# FWS Hiring Process



# Pre-Employment Requirements

TAM will initiate:	Candidate Must:
Nepotism check*	Accept job offer online
Background check* and Fingerprinting*	Complete online sign-on packet
Extend job offer	Submit supplemental documents

**Please note: Upon completion of onboarding, the Candidate can begin employment on or after the first day of the Fall semester, August 21, 2017.**

\*if applicable

# Pre-Employment Requirements

Determining When a Criminal Background Check is Required			
Classification	Level 1 (Criminal National, State, and County Background)	Level 2 (Background + Fingerprinting* FBI check)	Other Check
All New Employees	X		
Faculty	X		
Temp to Benefits	X		
Adjunct	X		
Graduate Assistants: <i>Housing and Residential Life</i> <i>Center for Children and Families</i> <i>Direct Contact or Access to Minors</i>		X	
Public Safety		X	<i>Public Safety Check</i>
Office of the Controller		X	
Housing and Residential Life		X	
IT		X	
Parking		X	<i>Driver's License</i>
Lifeguards		X	
Peer Advisors		X	
Museum		X	
Athletics: <i>Traveling and/or working directly with students</i>		X	<i>Driver's License</i>
Cash, Checks, Credit/Debit Card/Gift Cards/Cash Equivalent Handling, University Credit Card, Merchant Accounts		X	
Driving Job Duties/Golf Cart			<i>Driver's License</i>
Direct Contact or Access to Minors		X	
College of Medicine, College of Nursing, Health Sciences, Physicals Therapy, Athletic Training, School of Social Work, Occupational Therapy, Dietetics & Nutrition, Student Health			<i>OIG</i>

# Once Your FWS is Onboarded

- Hiring manager should welcome student and introduce them to the team.
- A copy of the student's class schedule should be requested before arranging a work schedule.
  - Students are not allowed to work during class time.
- Supervisor should inform student of his/her exact job duties and responsibilities.
- Clear expectations should be set.
- Department should establish a clearly defined work schedule.
  - Please consider midterms and final exams.

# FWS ACTION FORMS

# FWS Hire Form Demo



All Search

Advanced Search

Human Resources

[Home](#) | [MyFIU](#) | [Worklist](#) | [Add to Favorites](#) | [Sign Out](#)

[Favorites](#) > [Main Menu](#) > [Self Service](#) > [Employee Resources](#) > [Employee Forms](#)

Academic Affairs Forms
Benefits Forms
Compensation Forms
Employee Labor Relations Forms
Employee Records Forms
Equal Opportunity Programs & Diversity Forms
Payroll Forms
Recruitment Forms

# FWS Change in Status Form

## Change in Allocation:

- Generates the old account and allows you to enter the New Matching Activity (25%).
- You must also re-enter the FWS Activity (75%).

## Change in Rate:

- You cannot change a FWS rate without prior approval of the added duties from TAM.



## Federal Work Study Change in Status Form

Name:

Stephanie Felisme

Phone:

3053482661

Email:

sfelisme@fiu.edu

Date:

July 18, 2016

Select a transaction to proceed:

Change in Allocation ☐

Change in Supervisor ☐

Change in Rate ☐

Termination ☐

### Section A

Student Information

Panther ID: 9999999

Name:

Job Title:

Pay Plan:



# FWS Conditions of Employment

## Requirements

- Must be enrolled at least part-time (6 credits-undergrad or 3 credits-grad)
- Only work up to 20 hours per week. Only work up to 30 per week during the following breaks:
  - winter break, spring break, and summer break

## Job Transfers

- Not allowed during the academic year typically, however with justification, transfers may be approved on a case by case basis.

## One Department Only

- Students cannot use work study funding between two different departments during the same award period.

## Performance Standards

- FWS employees are expected to meet the performance expectations of the role
- If a FWS employee is not meeting the expectations of the role, the employee may be separated from his/her role, upon the approval of Employee & Labor Relations

# LEADING AND MANAGING FWS EMPLOYEES PERFORMANCE

Shelly-Ann Davidson, Employee Labor Relations  
Specialist  
Employee and Labor Relations



# Management Must Manage

- Comply with University Policies and Procedures
- Establish clear/defined expectations; duties/responsibilities; goals/objectives
- Effectively communicate, provide coaching and feedback (positive and constructive)
- Manage behavior and performance consistently
- Follow through
- Always lead by example

# Performance Feedback

**Positive feedback** is an effective motivator – most employees want to obtain more recognition. *Recognition fosters more of the appreciated actions.*

**Constructive feedback** alerts an employee to an area in which performance can improve. *Constructive feedback is not criticism.*

## HOW to provide feedback?

- Timely
- Appropriately
- Descriptively – feedback should always be directed to the action, **not** the person

# Tips for Providing Effective Feedback

Effective feedback is specific, not general and is directed towards the action, not the person.

**General:** The report was good.

**Specific:** The report was submitted on time, well-written and made your points about the budget very clear and understandable.

# Tips for Providing Effective Feedback

Effective feedback always focuses on a specific behavior, not on a person or their intentions.

**Person:** You were rude at the last staff meeting.

**Behavior:** When you held competing conversations during the meeting, when Mary had the floor, you distracted the people in attendance.

# Benefits of Providing Feedback

- **Builds trust**
- Improves employee performance
- Improves employee morale and productivity
- Encourages and motivates self-improvement
- Helps employees with their career planning/development
- Helps employees understand where they stand in relation to the expected performance
- Take advantage of employee insights for improving operations/business
- Promotes teamwork and employee cohesiveness
- Identifies needed changes in human resource management practices

# When to Contact ELR

- If you are unsure how to handle an issue
- After you have verbally coached the employee on a matter and improvement is not sustained
- If an act is so egregious it must be addressed immediately beyond a verbal counseling (ex. physical fight)
- Prior to any involuntary separation (based on conduct or performance vs. end of appointment)



# Document, document, document

- Create a chronology of events (including dates and times)
- Documentation must be consistent for all employees and issues
- Provide specific examples
- Identify patterns
- Address the action, not the person
- Include feedback/responses provided by the employee

# Factors to Consider

Each case is reviewed on an individual basis using the following factors:

- University Policies and Procedures and Past Practices
- Nature and seriousness of the offense
- Impact to the work environment
- Pattern of behavior
- Previous corrective actions
- Amount of time since the last corrective action
- Possible Accommodations or Extenuating Circumstances
- Any other necessary factors

# Case Examples

- FWS employee is not meeting the expectations of the position.
- FWS employee is not able to work the scheduled hours.
- FWS employee has worked beyond the awarded hours. What now?
- FWS employee has a balance of funds/hours and the semester is ending. What now?
- FWS employee is asking to change job duties, schedule, etc.
- I need to request the FWS to perform other functions not listed on the job posting.

# Separations of Employment

## ELR

- Involuntary Separation
  - Conduct
  - Performance
  - Job abandonment

**All FWS Separations in advance of designated end date require:**

- **Change in Status Form**
- **Separation of Employment/Transfer Clearance Form**

# RESOURCES

Stephanie Felisme, Human Resources Manager  
Temporary and Student Employment Services  
Talent Acquisition and Management (TAM)



# Timeline

July

September

October



FWS Postings went  
live starting the week  
of the 10<sup>th</sup>



FWS Awards  
cancelled after the 30<sup>th</sup>



FWS Postings closed for  
new applicants on the 31<sup>st</sup>

# FWS Hiring Toolkits

**hr.fiu.edu**

- Step-by-Step Instructions for:
  - Hiring Managers
  - HR Liaisons
- Webinar Recording/Slides

The screenshot displays the FIU Human Resources website. The top navigation bar includes links for ABOUT US, ASK HR, and a partially visible PO. A search bar is located on the right. The main navigation menu features HOME, PROSPECTIVE EMPLOYEES, EMPLOYEES & AFFILIATES, and LEADERSHIP (highlighted with a red box). Below the navigation menu, there are five columns of links. The first column, RECRUITMENT & ONBOARDING, contains links such as Recruitment Process, Hiring Student Employees (highlighted with a red box), Hiring Temporary Employees, Search & Screen Process, New Employee Orientation & Onboarding, Hiring Compliance, and Manager Onboarding Checklist. The other columns include links for PAYROLL & COMPENSATION, PERFORMANCE MANAGEMENT, LEADERSHIP DEVELOPMENT, and MANAGING AT FIU.

RECRUITMENT & ONBOARDING	PAYROLL & COMPENSATION	PERFORMANCE MANAGEMENT	LEADERSHIP DEVELOPMENT	MANAGING AT FIU
Recruitment Process	Time / Leave Submission & Approval	Providing Feedback	Organizational Development	Manager Regulation
<b>Hiring Student Employees</b>	Submit & Approve Contracts	Performance Evaluation Process	New Manager Resources	Organizational Rest
Hiring Temporary Employees	Payroll Detail Report	PEP Toolkit	LEAP Program	Position Reclassification
Search & Screen Process	Payroll Transfers	Promotion Process		Layoff Process
New Employee Orientation & Onboarding	Fringe Benefit Pool	Managing Performance		Leave of Absence Process
Hiring Compliance	Off-Cycle Request Process	Demotion Process		Sick / Catastrophic
Manager Onboarding Checklist	Over-payment Process/Collections			Worker's Compensation

# FWS Hiring Toolkits

**hr.fiu.edu**

- Step-by-Step Instructions for:
  - Student candidate/finalist resources





# We Are Here for You!

## Financial Aid Office

Adelfa Ukenye, Assistant Director / [ukenyea@fiu.edu](mailto:ukenyea@fiu.edu)

## Job Postings / Hiring

Stephanie Felisme, HR Manager / [sfelisme@fiu.edu](mailto:sfelisme@fiu.edu)

Talent Acquisition & Mgmt. main line (305) 348-2500

## Employee Labor & Relations

[elr@fiu.edu](mailto:elr@fiu.edu) / (305) 348-4186

## Payroll / Timesheets / Paychecks inquiries

DHR Customer Service Center (305) 348-2181

## Americans with Disabilities Act (ADA)

Office of Disability Resource Center

Modesto Maidique Campus: (305) 348-3532

Biscayne Bay Campus: (305) 919-5345



# Getting Credit for Attending Today

## Go to:

- [go.fiu.edu/fwsworkshop](http://go.fiu.edu/fwsworkshop)
- Use your MyAccounts Username
- Complete Survey



The screenshot shows a web form for the Florida International University (FIU) Division of Human Resources. At the top is the FIU logo and the text "FLORIDA INTERNATIONAL UNIVERSITY" and "Division of Human Resources". Below this is a "Webinar Date" dropdown menu. A text box follows with the instruction: "In order to receive professional development credit for attending the FWS Employment 2017-2018 Webinar please provide your FIU username. (Your username is your FIU email address minus the '@fiu.edu' portion)". Below this is another text box. A larger text box is labeled "What is one thing you learned from the FWS Employment 2017-2018 Webinar? (Required to receive credit)". At the bottom left is a button with the text ">>".

**FIU** | FLORIDA INTERNATIONAL UNIVERSITY  
Division of Human Resources

Webinar Date

In order to receive professional development credit for attending the FWS Employment 2017-2018 Webinar please provide your FIU username. (Your username is your FIU email address minus the "@fiu.edu" portion)

What is one thing you learned from the FWS Employment 2017-2018 Webinar? (Required to receive credit)

>>

**THANK YOU!**