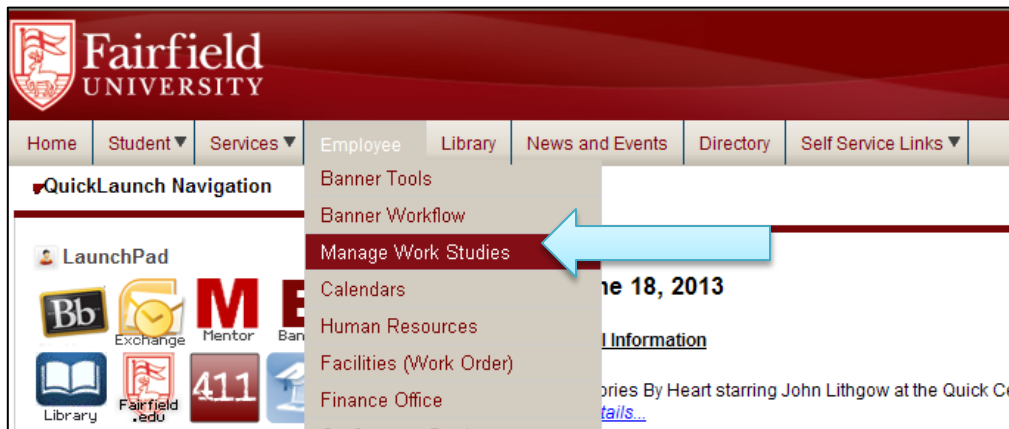# Federal Work-Study (FWS)
Hiring With Workflow

After you have interviewed and decided on which student(s) to hire, please follow these steps to do so:

1. Go to **my.Fairfield** and enter your NetID and password. If you've forgotten your password, you can use the password reset feature or contact the Help Desk at ext. 4069 for assistance.

2. In **my.Fairfield**, click on the **Employee** tab and select **Manage Work Studies** from the drop-down menu.

3. This brings you to the main page for **Federal Work Study Information**.
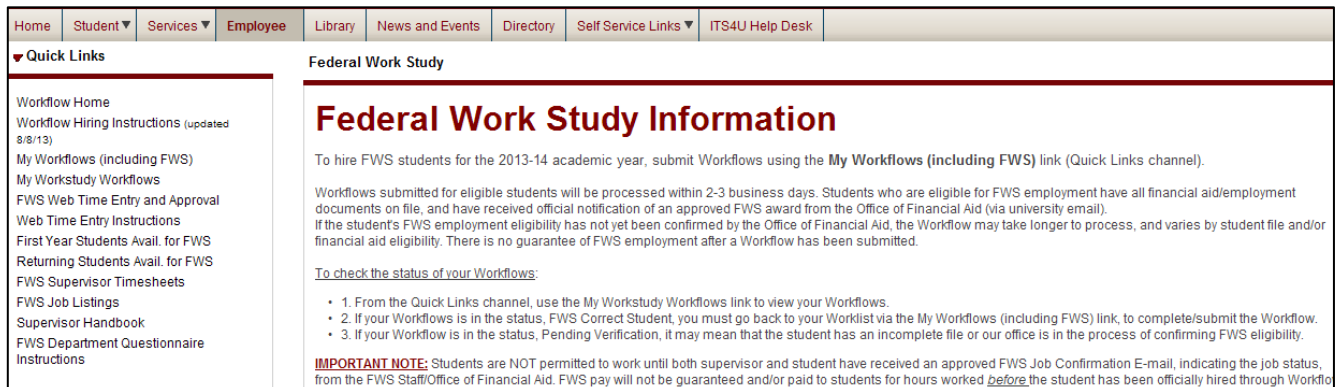
4. Write down the **NAME and Fairfield ID#** of all students you would like to hire as you will use this information to verify FWS eligibility in this step.

5. Go to the **Quick Links** channel. Depending on what type of student you are hiring (returning or incoming), refer to the appropriate list of either **First Year or Returning Students Available for FWS.**


a. If your student's name **IS** on an available list, this means he/she has been **APPROVED for FWS** and can begin working once the FWS Workflow process is complete.   Follow STEP 4.

b. If your student **IS NOT** on an available list, this means he/she has **NOT YET been approved for FWS**. NOTE: *You can still proceed to STEP 4, BUT: IF* a student's FWS eligibility changes through the financial aid and/or FWS eligibility process, as a result of one of the reasons below, your Workflow hiring request may be denied at a later date:
    i. Has not submitted ALL required documents to verify FWS eligibility – student can check their requirements in my.Fairfield – www.fairfield.edu/myfinaid
    ii. Has not submitted ALL required employment authorization forms (I-9, W4s, proper photo identification) – www.fairfield.edu/fws
    iii. Is NOT eligible for FWS after a complete review of financial aid file

c. Copy **the Fairfield ID #** and **the Last Name** of the student you have selected (highlight and right click to copy with your mouse or write down to re-type ID/name in STEP 5).

Returning Students Available for Work Study

|						(List Count:2)	
ID	**LastName**	**FirstName**	**Major**	**Coll**	**Year**	**Cell Phone**	**Email Address**
00011112	Smith	Robert	HIST	AS	2009	(203) 999-0500	09_rsmith@stagweb.fairfield.edu
11101021	Jones	Patrick	COSC	AS	2008		08_pjones@stagweb.fairfield.edu

d. Go to the **Quick Links** located on the far left in and click on **My Workflows (including FWS)**.
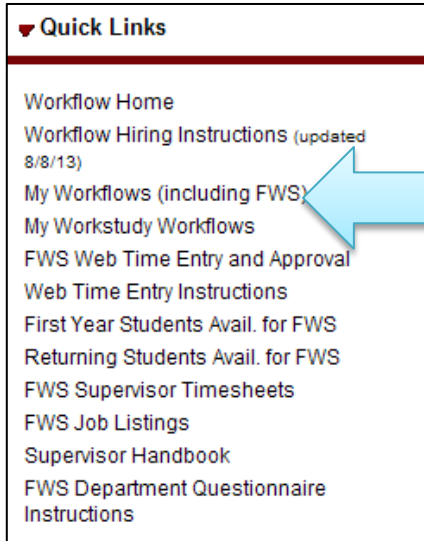
e. Go to the **User Profile** channel (left side of page) and click on the **My Processes** link.
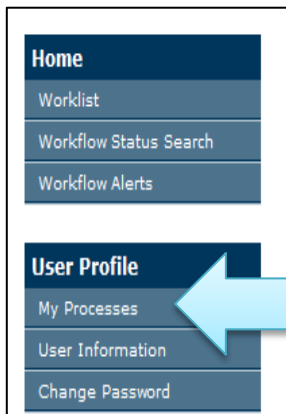
f. Click on **FWS_HIRE** to begin a **Workflow** request to hire your student.
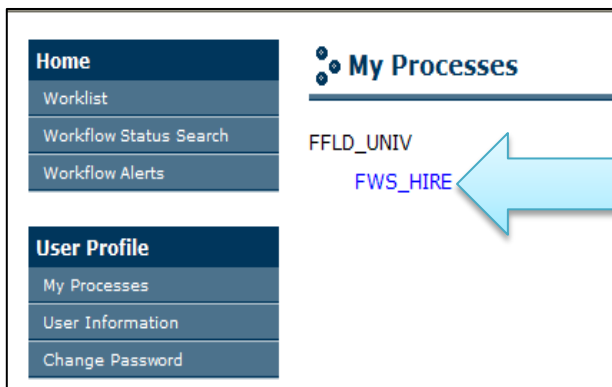
g. Go to the **Workflow Specifics Name** field and type in the name of your Workflow as shown here:

FWS_Student's Last Name_Fairfield ID #   **Example: FWS_Jones_00012345**

h. Go to the **Student_ID** field and type in the student's **Fairfield ID #**. Please be sure that you type the correct Fairfield ID# in this section as the data for reviewing student FWS eligibility is pulled directly from Banner, from this field. If the ID is not correct, the Workflow you submitted will be invalid/denied, even if the Fairfield ID# is correct in the Workflow Specifics Name section.

I*t is VERY IMPORTANT that you submit the FWS Workflow using the appropriate naming convention (as shown above). FWS Workflow requests will be denied if not submitted properly. When Workflows are denied for inaccurate naming convention, you will be notified and prompted to submit a new Workflow.*

i. Click on the **Start Workflow** button.

j. You will see a message that your **Workflow** was started successfully. If you are hiring more than one student, you can go back to the My Processes link under User Profile and click on FWS_HIRE to submit another **Workflow** request.

k. Go to the **Home** channel and click on the **Worklist** link, or click on Activity in the actual Worklist to refresh your **Worklist**. It may take a few tries of refreshing the **Worklist** (by clicking on the Worklist link), but when the Workflow(s) you just started appears in your **Worklist** with the **Activity** titled, *FWS Correct Student*, <u>**click on the Workflow to open it and complete the hiring request.**</u>

l. When you click on your **Workflow** request in the Worklist, you should see the student name, ID, cell phone, aid year, and date you began this request.

<u>Answer the REQUIRED questions (noted in red):</u>

a. Is this the correct student?
    If the incorrect ID# was submitted in the first part of the Workflow request, the wrong student name will appear. You should check "No" here and COMPLETE. This will cancel your Workflow request.

b. Has the student been contacted and accepted the job with YOU?
    If you are <u>not</u> 100% sure that the student definitely has agreed/accepted to work with you, you should contact him/her one more time to confirm their employment with you, BEFORE you submit this Workflow.

c. Will this work study position report to you?

If your answer is NO, enter the alternate supervisor's information at the bottom of the request (Fairfield ID# is NOT required).

d. What is the Job Number

Is this the first, primary job or second job? For most all students you hire, the job will be the <u>primary job</u>. If you are not sure, it is best to contact the student or the FWS Staff. However, students are only permitted to work in one job (primary) at one time, unless there are extenuating circumstances where the Office of Financial Aid has approved a second job.

e. What is the Job Type

*Please select the type of job you are hiring this student. If you are unsure, refer to your FWS Department Questionnaire.

You can <u>Save and Close</u> this Workflow at any time and return to complete it when you are sure of all answers/info for the student you are hiring.

m. Click **COMPLETE** when you are finished.   Shortly after this you will receive a confirmation e-mail for your submitted FWS Workflow Request.   You will receive an e-mail confirmation for each FWS Workflow you submit (next page).

FWS Supervisor,

Thank you for submitting a FWS Workflow Hiring Request for 2013-2014 Aid Year. Please read below for important information about the FWS Hiring Process.

Please Note: Students are not permitted to work until both supervisor and student have received an approved FWS Job Confirmation E-mail, indicating the job status. FWS pay will not be guaranteed and/or paid for any hours worked before the student has been officially hired through Workflow.

--> If this student is eligible for FWS, your request will be processed within 3-5 business days. FWS eligibility means a student has all financial aid/employment documents on file and has received official notification of an approved Federal Work Study award from the Office of Financial Aid (via University email).

--> If the student's eligibility for FWS has not been confirmed by the Office of Financial Aid, the hiring request may take longer to process and varies by student file. There is no guarantee of a FWS job approval after a FWS Workflow Request has been submitted.

To check the status of your FWS Workflows:
   1. In my.Fairfield, go to the Employee tab
   2. Scroll to the Manage Work Studies Information channel
   3. Click on the link for My Workflows (including FWS) to view your in-process requests.
      4. If your FWS Workflow is in the status, 'FWS Correct Student' you must go back to your Worklist to complete the request.
      5. If your FWS Workflow is in the status 'Pending Verification' the status can mean that the student has an incomplete file or our office is in the process of confirming FWS eligibility. In addition the student should not begin working when their request is in this status.

Please send questions or concerns to the FWS e-mail ONLY: fws@fairfield.edu. We will do our best to respond to your inquiry within 1-2 business days. Thank you for your participation in Fairfield University's Federal Work-Study program for 2013-2014 Aid Year.
FWS Staff
Fairfield University

Viewing FWS Workflow Requests:

Under the **Employee Tab**, **Manage Work Studies**, **Workflow Home** channel, click on the **My Workstudy Workflows** link.   This will show you a list of your Workflows and their status.
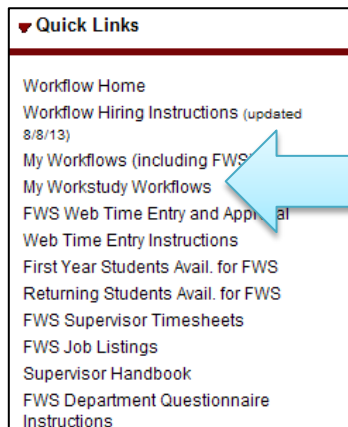
a. **PENDING_VERIFICATION** (can mean one or more of the following):

   i. Student has not submitted ALL required financial aid documents
   ii. Student has not submitted ALL required employment authorization forms
   iii. Student is not eligible for FWS
   *If the student is missing any required documents, there is no exact time frame for when the Workflow will be processed. The Office of Financial Aid frequently communicates with students to notify them of the missing documents and processes complete files in a timely manner.

b. **FWS Correct Student** – Workflow has NOT been completed and NOT submitted to Financial Aid for processing. Go back to My Workflows (including FWS) link in Quick Links, to open the Workflow and complete the second part of the Workflow.

c. **FWS Work Study Request** – Student is approved for FWS and hiring request will be processed within 3-5 business days.

n. Upon **approval** of a FWS Workflow, both supervisor and the student will receive a Job Confirmation E-mail. This email will provide you with the student's contact and FWS award information, along with other important time reporting policies and procedures.   Please see the FWS Supervisor Handbook for more information on program policies.

o. If the student is ***not approved for FWS***, both supervisor and the student will receive Job Confirmation E-mails that will indicate this denied status. You can submit a new Workflow for another student to hire, should you choose.

p. Questions about hiring? Student employment performance/behavior issues? Time Reports? Payroll? Need suggestions for training or work orientation? Scheduling? Disciplinary actions? Review our handbook www.fairfield.edu/fwssuper, e-mail: fws@fairfield.edu or call (203) 254-4125.

Thank you for your participation in Fairfield University's Federal Work-Study Program.