

Temporary & Student FEE FOR SERVICE Onboarding Process

- ❖ *A Fee for Service is a one-time payment for short term work paid out to the employee after the work is complete. It must meet the [FLSA](#) exempt criteria and job description criteria as approved by Compensation. The Recruiter should be notified prior to starting a candidate, for prior approval.*
 - ❖ *Fee for Service candidates **CANNOT** start working until after the Recruiter has received the new hire form with all approval signatures and the candidate has been notified by HR to complete the Fee for Service new hire Sign-On packet at the following link with further instructions: http://hr.fiu.edu/index.php?name=fee_for_service*
1. All Fee for Service candidates must have recently applied to a job posting (either a Dept. Specific Posting previously requested or a General Pool) through careers.fiu.edu.
 - This is a must for pre-employment requirements to be done if applicable.
 - They can forward their confirmation email to you as proof they have applied.
 2. Hiring department submits the completed Temp/Student New Hire form with all approval signatures to temps@fiu.edu first.
 - To: bbchr@fiu.edu: Biscayne Bay Campus (BBC) HR for BBC hires.
 - Must notify the Recruiter of Remote hires and/or International hires without a SSN for separate instructions.
 - Candidates must wait to be assigned a SSN and receive the actual SSC.
 3. If you are submitting for a large group, please send a spreadsheet with the last name, first name, and email address to temps@fiu.edu.

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- ⇒ [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](#)

EMPLOYEE INFORMATION		Status	Select Status ▾
First Name	<input type="text"/>	Last Name	<input type="text"/>
Panther ID	<input type="text"/>		
Business Unit	Select Business Unit ▾	Department	Select Department ▾
Supervisor Name	<input type="text"/>	Supervisor ID	<input type="text"/>
Job Code/Title	9190 - Student Assistant ▾	Working Title	<input type="text"/>
Standard Hours	<input type="text"/>	Rate Type	Select Rate Type ▾
Start Date	Month ▾ / Day ▾ / Year ▾	End Date	Select Rate Type ▾
Rate	<input type="text"/>	Total Contract Rate	Bi-weekly
Pay Periods	<input type="text"/>	Biweekly	Fee for Service
Job Duties/Responsibilities:			Hourly
<input type="text"/>			



4. If applicable: FIU enrollment verified for student assistant hires, pre-screening clearance (background check and/or fingerprinting) request initiated.

5. After all is approved and cleared, the candidate will be notified via the primary email on the application (hire form Preparer also copied) to submit the Fee for Service new hire Sign-on packet with further instructions on the required I-9 and W-4 supporting documents.

***For Status updates, please email temps@fiu.edu and allow 24-48 hours to respond due to our volume.**