

InternFSU Hiring Process

Spring 2023 InternFSU Program dates: January 16 – April 28, 2023

New InternFSU Hires

The department's top candidate will be hired through the InternFSU Express pool, job ID 52056, using the Express Appointment Process. (Reference [Appointing OPS Candidates via OPS Express](#) training guide for instructions.)

Job offers will be submitted through the InternFSU Express – Spring 2023 pool (52947). When entering the Job Offer details, please note the following:

- ✓ Enter the employee's actual start date, not the program start date.
 - ✓ Pay Rate: \$13/hour
 - ✓ Job Code of **A019**
 - ✓ **Spring Semester: 8.5 weekly standard hours, or actual hours planning to work if not 8.5**
 - ✓ InternFSU employees are paid through a split funding model with 50% InternFSU funds and 50% department funds.
 - **InternFSU Funding Code: 233004 110 (50%)**
 - If paying more than \$13 per hour or allocating more than 120 hours, the percentages will have to be adjusted.
 - ✓ Funding for the job offer should not exceed the \$780 allotment from the InternFSU budget.
 - ✓ **Insert Li Pon, InternFSU Program Manager, in the job offer approval workflow.**
- Once the job offer is approved, a candidate will be sent an email invitation to complete steps in the FSU Onboarding portal, to include initiating a background check (if required) and other pre-employment requirements.
 - If a background check is required, the background check must be fully processed and the department must receive a clear to proceed notification before an employee can start work.
 - The department is required to complete the Form I-9 for each candidate.
 - The department must upload the following at the Supplemental Documents step of the Onboarding process:
 - ✓ Notarized Loyalty Oath
 - ✓ A copy of the candidate's social security card
 - ✓ Work authorization documents (If Non-US Citizen)
 - Payroll Deadline: All of the above processes must be completed by the HR deadline for appointments. Refer to the current [Payroll Deadlines Calendar](#) on the HR website.

Current InternFSU students

- Current InternFSU students who have an active record can be appointed via ePaf to complete the reappointment.
 - ✓ **InternFSU Funding Code: 233004 110 (50%)**
 - ✓ Pay Rate: \$13/hour
 - ✓ Spring Semester: 8.5 weekly standard hours, or actual hours planning to work if not 8.5
 - ✓ **Include Li Pon, InternFSU Program Manager in the approval workflow.**

Questions about the hiring process can be directed to the Office of Human Resources at (850) 644-6034.

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