Student to Temporary Employee Checklist

This checklist should be used when a student employee is graduating, has dropped below 6 credit hours or is a non-degree seeking student. For questions on whether a student should be classified as a student employee or temporary employee, please contact Recruitment Services at empl@fau.edu.   For additional assistance or for templates and forms, please refer to the Recruitment Services (RS) website at: http://www.fau.edu/hr/Employment/index.php.

If a student employee is going to be graduating but will continue to work in your department as a temporary worker, **the following process should be started at least a month before graduation to ensure there isn't a break in pay.**

☐   Candidate must complete the SP/Temporary application on the FAU job website (https://jobs.fau.edu). The candidate will not apply to a specific position but instead will just certify and then save application.

☐   Contact the Recruitment Services Department via email (empl@fau.edu) to confirm if a background check is required. If a background check is not required, RS will provide the next steps in order hire the student as a temporary employee.

To request the background check, please provide the following information:

➢   Candidate's name, email address, and Z#:
➢   In what capacity is the candidate being hired (i.e. OPS exempt, OPS non-exempt, Adjunct, Affiliate, etc)?
➢   Will the candidate have direct contact with a protected class (i.e. children under 18, elderly, or individuals with disabilities)?
➢   Will the candidate have fiduciary responsibilities or be driving a University vehicle (this includes a golf cart)?
➢   Does the candidate have a social security number or should an international background check be conducted (NOTE: we do not need their SS#)?
➢   Smart Tag # to charge the background check:
➢   Official name of hiring department and the division the department falls under (i.e. VP of Student Affairs, Provost Office, etc):
➢   Will the candidate reside in the state of Florida during their employment with FAU? If not, what state will he/she reside in?

The candidate may not begin work until after the background check has been completed and approved for hire.

☐   Candidates must complete the required background information for the appropriate type of background check, if applicable. RS Department will notify you to move forward with the Hire or Change Job after the successful background check is completed.

☐   Contact the candidate to confirm the start date of employment.

☐   After a start date has been confirmed, complete the CHANGE JOB process in *Workday*. If the employee is changing supervisory orgs, the start date must be at the beginning of a pay period.

☐   Work with departing manager of employee to initiate the CHANGE JOB business process. Contact Recruitment Services if any issues.

☐   The CHANGE JOB process will route to the new manager. Complete the information and route for approvals.

NOTE: The hiring department must upload a completed OPS Conditions of Employment Form and the Position Job ID Form (only required for exempt OPS positions) into the CHANGE JOB business process in Workday. The hire cannot be finalized without it. . Templates are available on the Recruitment Services webpage)

NOTE: The CHANGE JOB process must be finalized prior to the start date of the new position.***