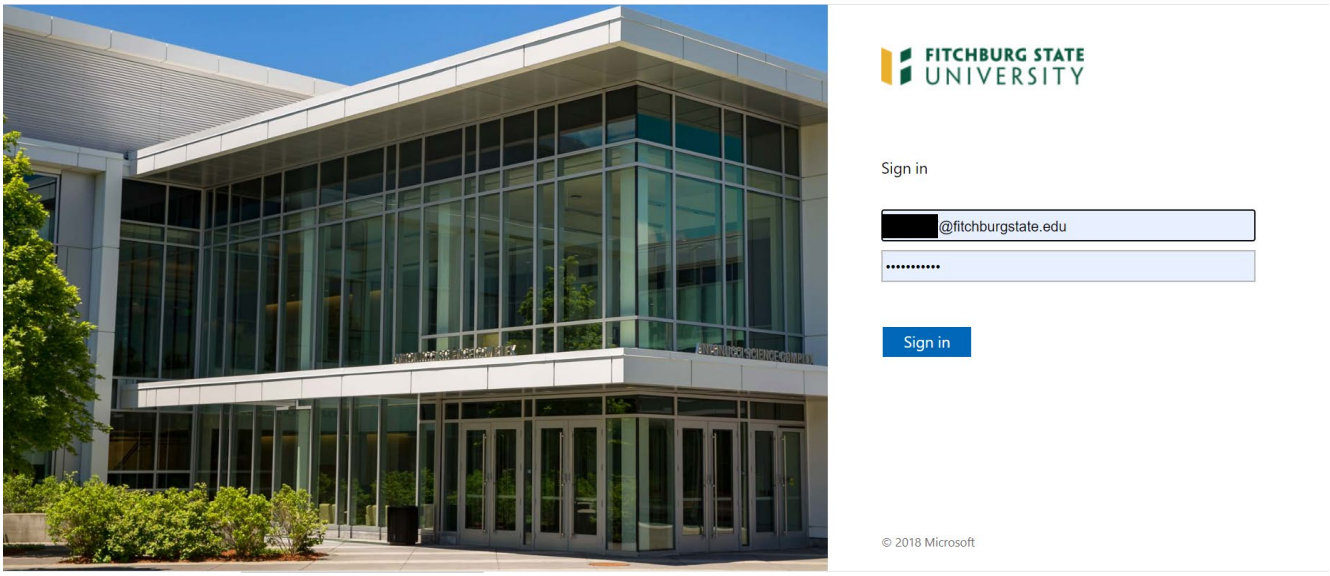
Rehiring Student Employees

The Student Employment Authorization Form is now a dynamic form and can be completed electronically making the rehire process seamless.

Hiring Managers

If rehiring student employees that have not had a break in service (break in service means more than 12 months), complete the Student Employment Authorization Form that can be found on the Human Resources & Payroll Services website under forms: Student Employment Authorization Form

You may be asked to sign in, please use your @fitchburgstate.edu email address and password.



Before you begin please make sure to reach out to the student to see if they have a Financial Aid Award. Please advise them to login to MyFalcon and click "View and Accept Aid" under Financial Aid to see if they have an award for the academic year. This will help you decide what to enter as the correct FOAPAL on the form and so that you can track your departments Federal Work Study budget.

The hiring manager or department representative initiates the Student Employment Authorization form and completes the Position Information section and signs at the bottom. You will need to know the following information in order to fill out the form:

- The student's @student.fitchburgstate.edu email address
- Title of the Position
- A job description that can be uploaded
- Department
- Begin and End Dates
- Maximum Hours per week
- Rate of Pay

- Fiscal Year
- FOAPAL
- Who will be approving time for the student in SSTA
- Cabinet Level Name & Email

Position Information (completed by supervisor regarding student position)

Student's FSU Email Address:
*

Title of Position:
*

Employee Hire Type?:
*-- Please Select --

Job Description of Duties (attach job description below):

Job Description if FWS should be uploaded here:
* Attach File

Department for Position:
*

Position Beginning Date:
*

Position Ending Date:
*

Maximum Hours / Week for Position:
*

Hourly Rate of Pay for Position:
*

Fiscal Year for Position:
*

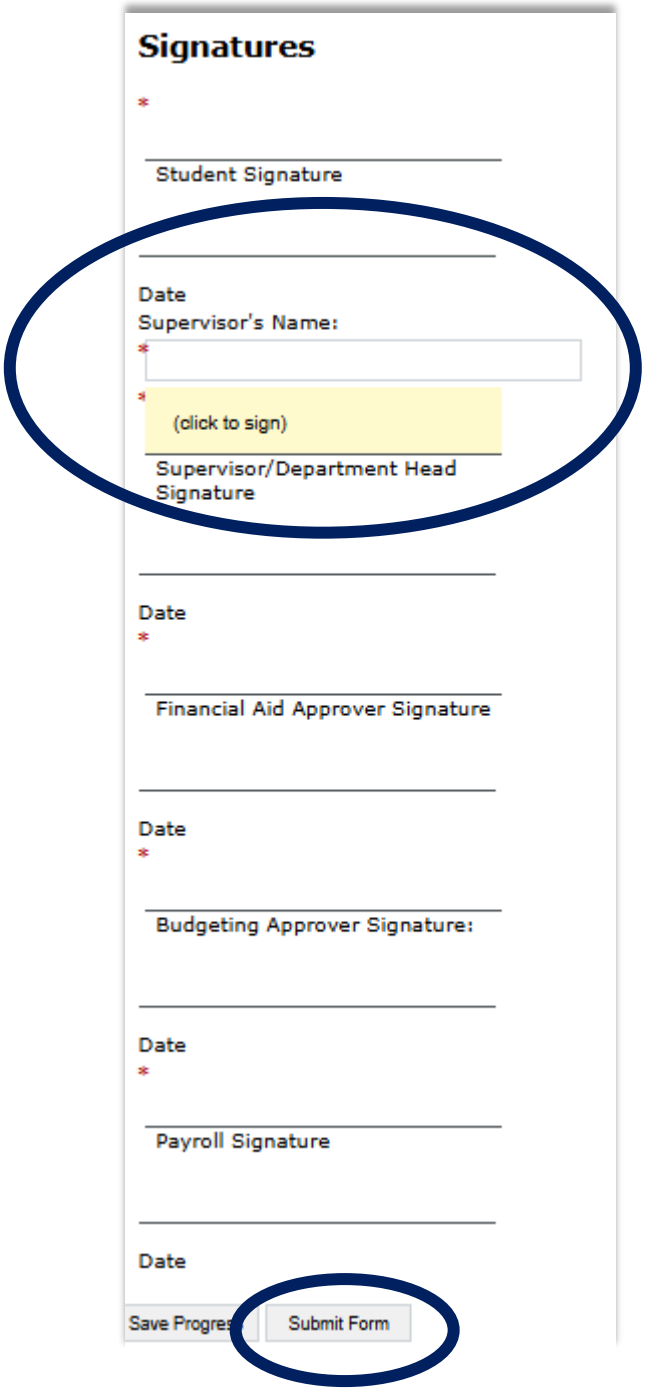
FOAPAL for Position:
*

SSTA Approver:
*

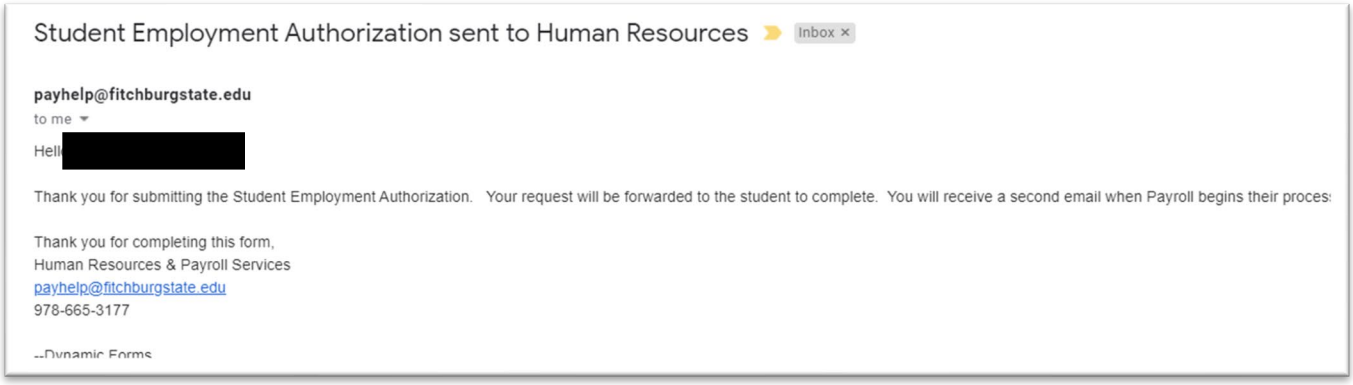
Cabinet Level Representative Name:
*

Cabinet Level Representative Email Address:
*

Once the Position Information is completed, please sign and click Submit Form. The form will be sent to the student's email you entered for them to complete their section. Best practice would be to let the student know to look for an email to complete Student Employment Authorization. They should complete as soon as possible to prevent any delays in processing the form.



After submitting the Student Employment Authorization form, you will receive the following email:


Student Employment Authorization sent to Human Resources Inbox ×

payhelp@fitchburgstate.edu
to me

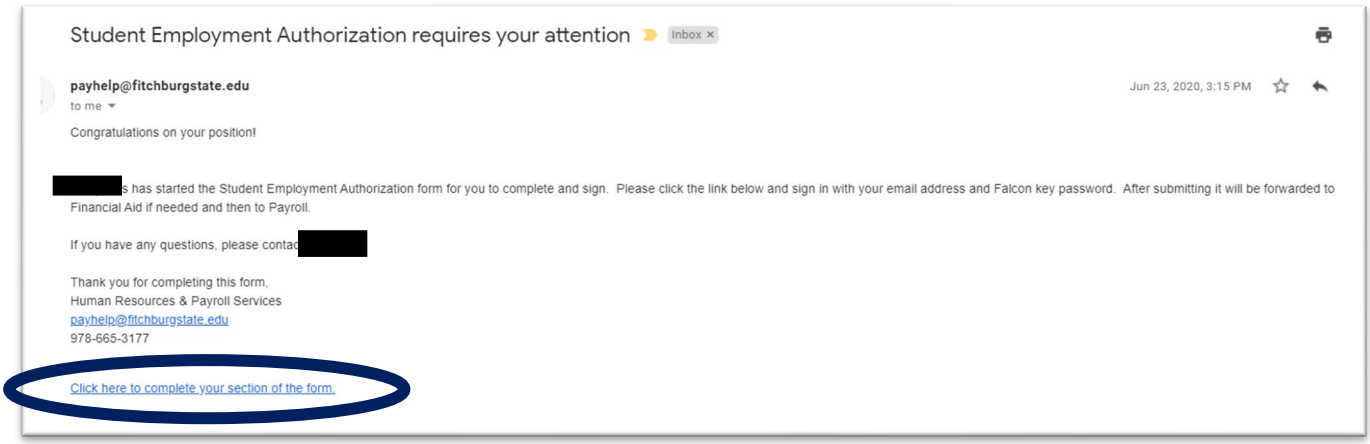
Hell[redacted]

Thank you for submitting the Student Employment Authorization. Your request will be forwarded to the student to complete. You will receive a second email when Payroll begins their proces

Thank you for completing this form,
Human Resources & Payroll Services
payhelp@fitchburgstate.edu
978-665-3177

--Dynamic Forms

The Student Employee will receive the email below to complete the Student Employment Authorization. They will click on the link below the signature line to access the form.


Student Employment Authorization requires your attention Inbox ×

payhelp@fitchburgstate.edu Jun 23, 2020, 3:15 PM
to me

Congratulations on your position!

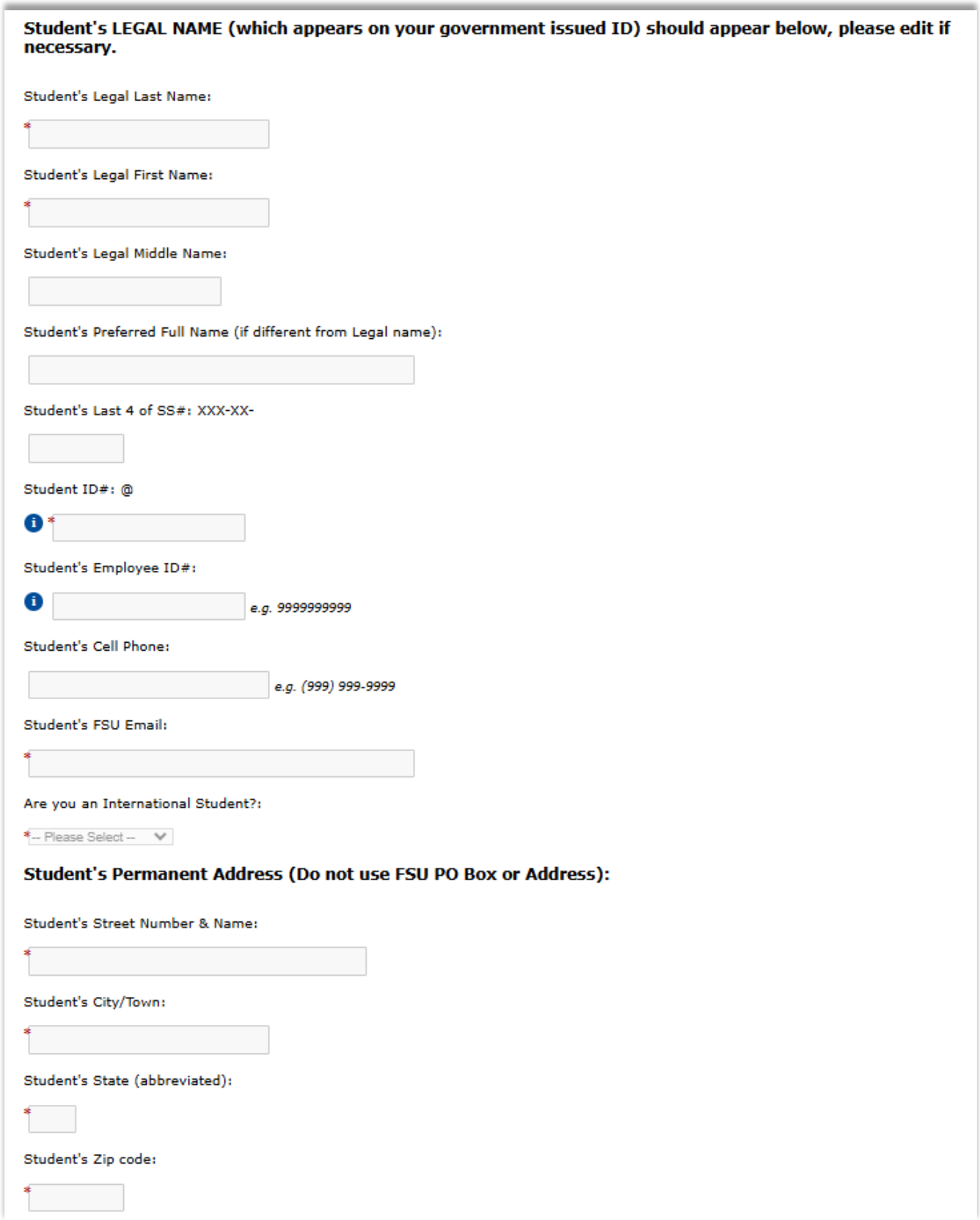
[redacted]s has started the Student Employment Authorization form for you to complete and sign. Please click the link below and sign in with your email address and Falcon key password. After submitting it will be forwarded to Financial Aid if needed and then to Payroll.

If you have any questions, please contac[redacted]

Thank you for completing this form,
Human Resources & Payroll Services
payhelp@fitchburgstate.edu
978-665-3177

Click here to complete your section of the form.

The Student Employee will fill in the Student Employee General Information section.



Student's LEGAL NAME (which appears on your government issued ID) should appear below, please edit if necessary.

Student's Legal Last Name:

*

Student's Legal First Name:

*

Student's Legal Middle Name:

Student's Preferred Full Name (if different from Legal name):

Student's Last 4 of SS#: XXX-XX-

Student ID#: @

*

Student's Employee ID#:

e.g. 9999999999

Student's Cell Phone:

e.g. (999) 999-9999

Student's FSU Email:

*

Are you an International Student?:

*-- Please Select --

Student's Permanent Address (Do not use FSU PO Box or Address):

Student's Street Number & Name:

*

Student's City/Town:

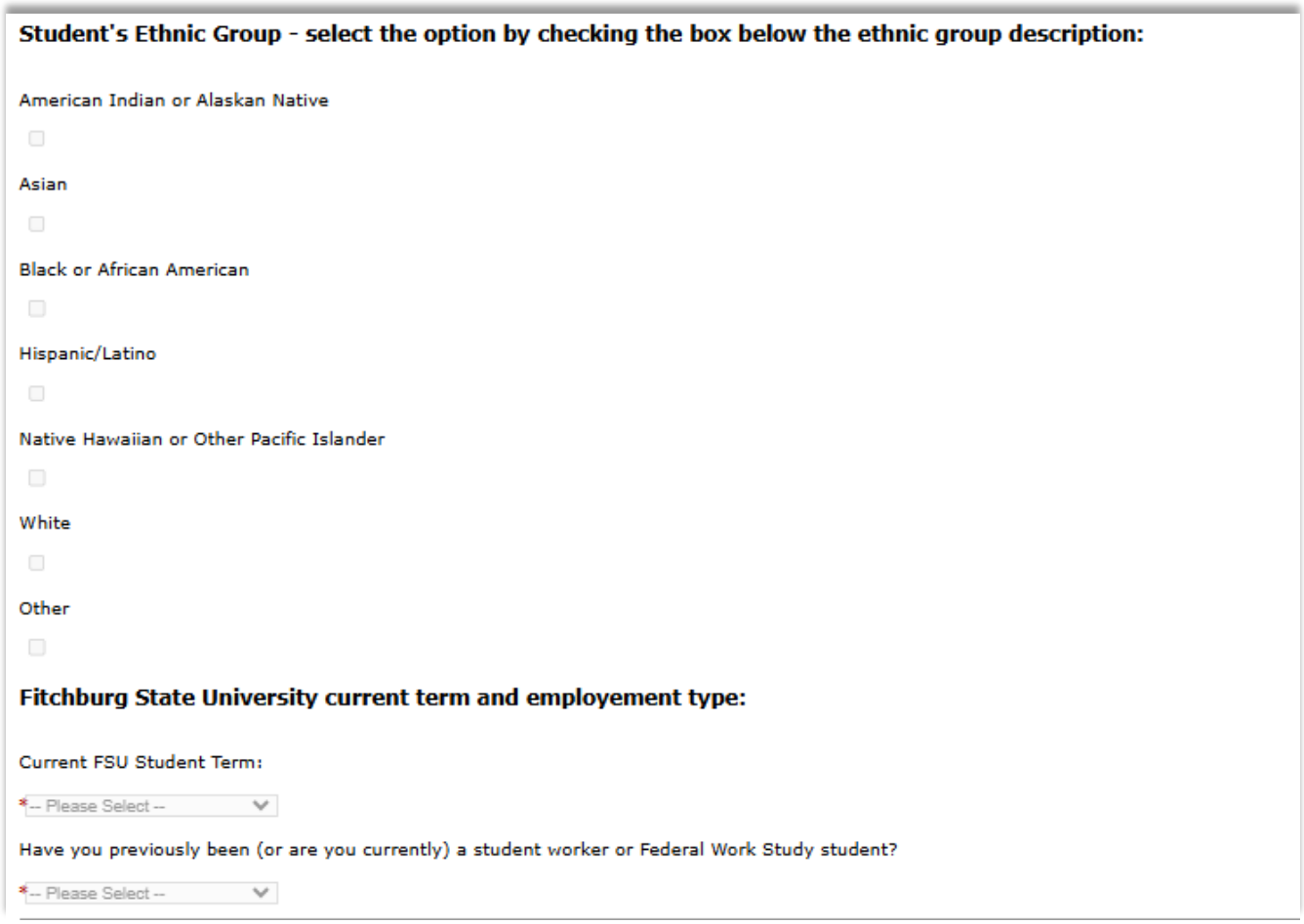
*

Student's State (abbreviated):

*

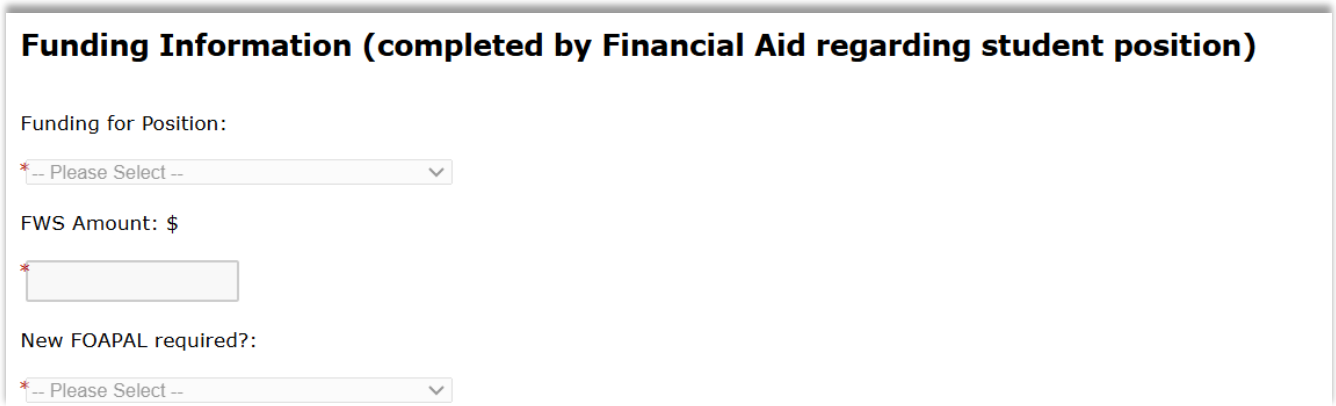
Student's Zip code:

*



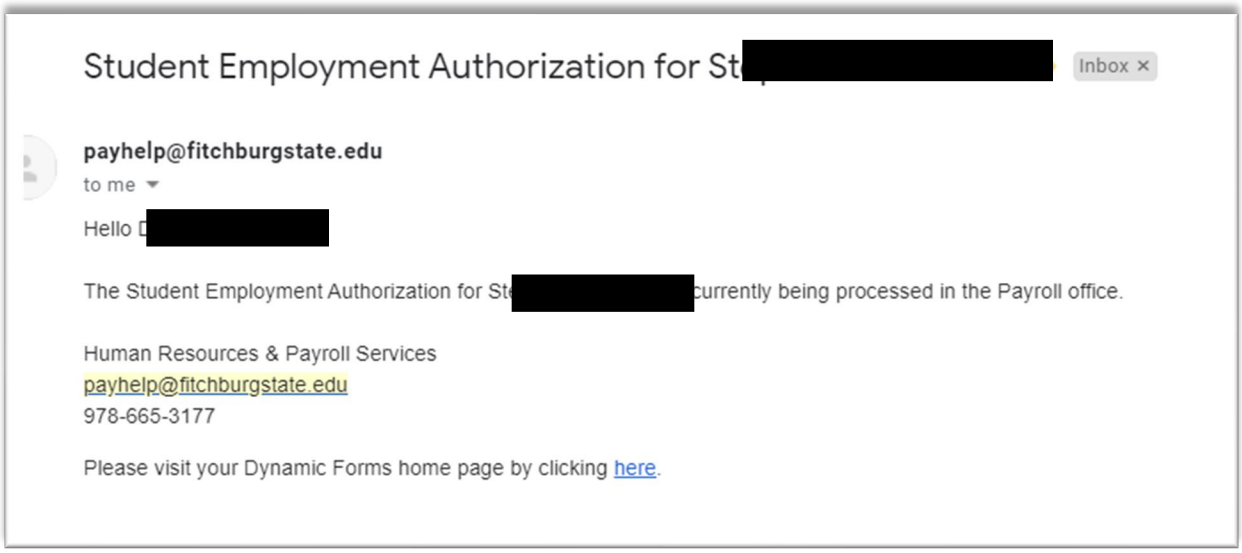
After completing their section of the form, they will scroll down to read the Terms and Conditions and sign the form, then click "Submit Form".

Once the student completes their section and submits the form it will be sent to Financial Aid. Financial Aid will populate the FWS Amount field, update the FOAPAL if needed and sign at the bottom of the form indicating whether they have an award or not.



Once Financial Aid completes their section, the form will be sent to Budgeting for review/signature.

At this stage, all signatures are complete, and the hiring supervisor will receive an email that the form has been submitted to Payroll for processing:



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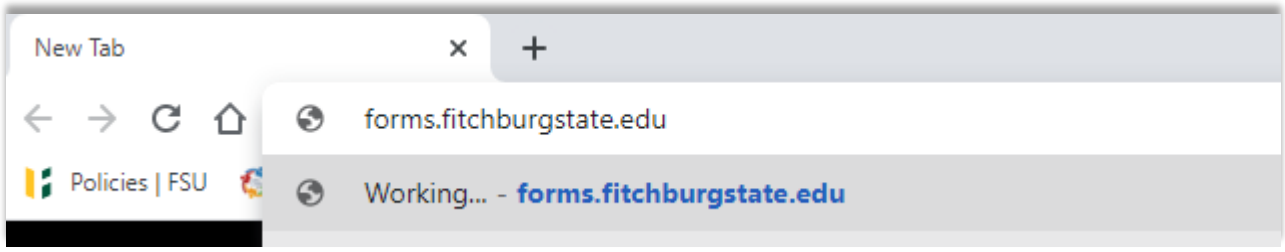
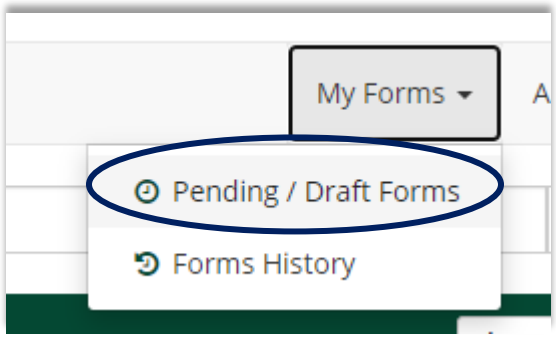
*If at any point, you would like to check on the status of a form that you submitted you could log into dynamic forms by typing **forms.fitchburgstate.edu** into an open google chrome tab.*

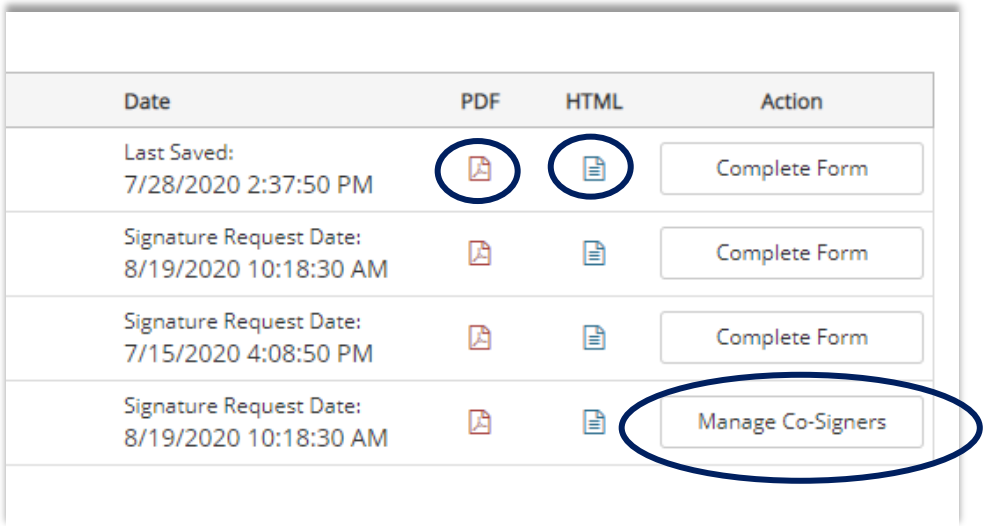


In the top right-hand corner, click on My Forms, then choose Pending/Draft Forms.



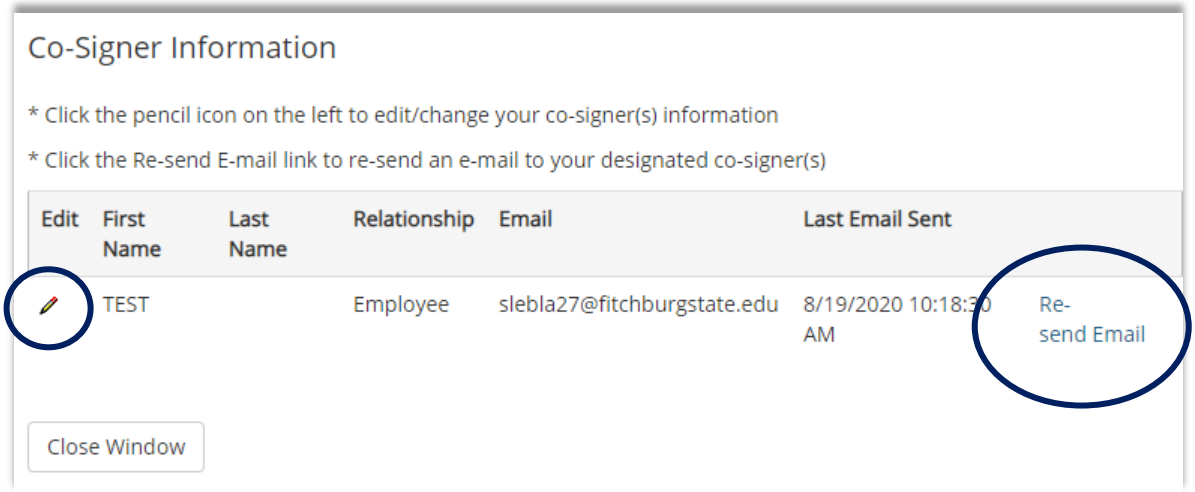
Here you will see a list of your pending and draft forms. If you want to look at what has been already filled in, you can click on the PDF or HTML links to see the form in its current state.

If you need to re-send the email, you can click on Manage Co-Signers.



A new window will pop up where you can edit/change your co-signers information by clicking on the pencil icon under Edit. Say you put the wrong email address you can update it or direct it to someone that is on vacation, you can send it to a different approver here.

If you would like to re-send the email, just click the re-send Email link on the right.



If you need assistance, please contact us:

Payroll Services
Payhelp@fitchburgstate.edu
978-665-3177
978-665-3720 Fax

Human Resources
humanresources@fitchburgstate.edu
978-665-3172
978-665-3720 Fax