



## FWS New Hire Information for COPH FWS Students

Congratulations on securing an FWS position! This is a great way for you to earn money, gain experience and provide valuable assistance to public health practice and research while you are a student. The following information will help you get started.

### ON BOARDING

Once you have completed all of the new hire paperwork with Fran Neff (HR for COPH), you may begin work. Coordinate with your supervisor and relevant administrative personnel to:

- Complete necessary training
- Identify workspace
- Set up your computer and network access (as needed)

### TIMEKEEPING

You will receive a bi-weekly timesheet from Fran Neff. It is your responsibility to complete this timesheet, get it signed by your supervisor and submit to the appropriate accountant to enter for payment. This must be done in a timely manner, as UNMC is subject to federal regulation and oversight for timekeeping records.

**Even if you work no hours in a pay period, you must submit a timesheet!**

In addition to submitting timesheets, you need to keep an eye on your FWS award level. You and your supervisor should discuss the number of hours you will work each week, and whether there will be some periods that require increased (not to exceed 20hrs/wk) or decreased time. You can get a spreadsheet from the Career Services FWS page to monitor your remaining award amount.

### WORKPLACE ETIQUETTE

Remember that this is a job. Here are some tips to keep in mind:

- Maintain good communication with your supervisor so you both understand expectations, agree upon a work schedule, etc.
- It is your responsibility to communicate with your supervisor if you will not be at work when they might expect you to be (due to illness, etc.).
- Dress professionally, in accordance with the colleagues with whom you will be working.
- Maintain professional email etiquette.
- If you are unable to continue in your position, make sure to communicate with your supervisor in a timely manner. It is customary to give two weeks' notice. You will also need to communicate with Fran Neff (COPH HR), COPH Career Services, UNMC Financial Aid and your accountant so that necessary termination procedures may be completed.

**If you have any questions, or need assistance while an FWS student, contact:  
Meghan Moore (9-3123, [meghanmoore@unmc.edu](mailto:meghanmoore@unmc.edu)) in Financial Aid or  
Brenda Nickol with COPH Career Services (2-7226, [Brenda.nickol@unmc.edu](mailto:Brenda.nickol@unmc.edu))**