Spring 2021 Student Employment Hiring Guidelines

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Student Employment Eligibility Requirements:

- Students must be admitted in a degree granting college
- Students must meet the required Standards for Academic Progress (Work-study students only)
- Work study students must be enrolled at least half-time (at least 6 credit hours) for the spring semester
- Students must present documentation for their I-9. I-9 documentation must be submitted by all students who are NEW UNM employees or have had at least a one (1) year break in UNM employment

Hiring Guidelines - Current student employees

Please verify that your student meets employment eligibility (enrollment, degree status, and work study award, if applicable) prior to submitting any paperwork for a student.

1) Please run an HR Report using the instructions below (HR Report Parameters for Current Student Employees). If you do not have access to HR Reports, please check with your Department Administrator or the person who handles HR duties for your department. This report will be used to determine if you need to extend or transfer your current student.

2) Use the “Extension/Transfer Guidelines for Current Student Employees” to determine what paperwork, if any, is required for each of your students.

   - Current student employees must be enrolled at least half time (at least 6 credit hours) for the Spring semester **no later than December 1st @ 5pm**
   - If a student employee (UB) has an open end date, you do not need to take any action unless you want to transfer them to work-study.
   - All fall/spring work-study assignments end on **May 15th**
   - EPAF extensions and transfer EPANs are used when there is **no break of employment**. If there is a break of employment, you will need to follow the “Returning Students” process
   - EPAFs and EPANs must be submitted with future start dates. **Backdating will not be accepted**

3) Please be sure that all paperwork is complete and follows the requirements outlined in **UNM Policy #2000**.

4) If you need to complete an extension EPAF, please be sure to select the position number associated with your org#.

5) Submit completed EPANs to our office via email (stuemp@unm.edu).
6) The priority date to submit extension EPAFs and Transfer EPANs for current student employees is **Tuesday December 1st @ 5pm**. Priority will be given to forms/requests submitted by this date. Anything submitted after will be processed on a case by case status in the order received. Therefore, we will not guarantee your current student employee may continue working past their current job end date. *Please check your HR Reports before allowing students to continue working.*

### Spring 2021 Extension/Transfer Guidelines (Fall to Spring)

For fall work study, please check with your student. Information is available to them in LoboWeb. Students and departments can track fall work study earnings using the tracking form available at [http://stuemp.unm.edu/forms-and-information/index.html](http://stuemp.unm.edu/forms-and-information/index.html).

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
<th>Process</th>
<th>Effective Start Date</th>
<th>End Date (Check enrollment with your student)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal WS</td>
<td>Federal WS</td>
<td>Extension EPAF</td>
<td>12/13/2020 or day after whatever end date is on record</td>
<td>5/15/2021</td>
</tr>
<tr>
<td>State WS</td>
<td>State WS</td>
<td>Extension EPAF</td>
<td>12/13/2020 or day after whatever end date is on record</td>
<td>5/15/2021</td>
</tr>
<tr>
<td>Federal WS</td>
<td>State WS</td>
<td>Transfer EPAN</td>
<td>12/13/2020 or day after whatever end date is on record</td>
<td>5/15/2021</td>
</tr>
<tr>
<td>Federal WS</td>
<td>StuEmp</td>
<td>Transfer EPAN</td>
<td>12/13/2020 or day after whatever end date is on record</td>
<td>5/15/2021 or Graduation Date</td>
</tr>
<tr>
<td>State WS</td>
<td>StuEmp</td>
<td>Transfer EPAN</td>
<td>12/13/2020 or day after whatever end date is on record</td>
<td>5/15/2021 or Graduation Date</td>
</tr>
<tr>
<td>Role</td>
<td>Agency</td>
<td>Program Type</td>
<td>End Date Conditions</td>
<td>Graduation Date</td>
</tr>
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<td>----------</td>
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</tr>
<tr>
<td>StuEmp</td>
<td>Federal WS</td>
<td>Transfer EPAN</td>
<td>12/13/2020 or day after whatever end date is on record</td>
<td>5/15/2021</td>
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<td>StuEmp</td>
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<td>Transfer EPAN</td>
<td>12/13/2020 or day after whatever end date is on record</td>
<td>5/15/2021</td>
</tr>
<tr>
<td>StuEmp</td>
<td>StuEmp</td>
<td>Extension EPAF</td>
<td>12/13/2020 or day after whatever end date is on record</td>
<td>5/15/2021 or Graduation Date</td>
</tr>
</tbody>
</table>
Hiring Guidelines – Returning Students

Please verify that your student meets employment eligibility (enrollment, degree status, and work study award, if applicable) prior to submitting any paperwork for a student.

1) To qualify as a “returning student”, there must be a break of employment of 180 days or less

2) Submit a Rehire EPAN for student employees who meet all of the following:
   a. Must be enrolled at least half time (6 credit hours) for the Spring semester no later than December 1st @ 5pm.
   b. Has break of employment of 180 days or less (a break of employment of more than 180 days will require you to hire the student through the UNMJobs hiring process)
   c. Returning to the same position when their job ended

3) Submit the completed EPAN to our office via email (stuemp@unm.edu).

4) The priority date to submit Rehire EPANs for returning student employees is Tuesday December 1st at 5 pm. Priority will be given to forms/requests submitted by this date. Anything submitted after will be processed on a case by case status in the order received. Therefore, we will not guarantee your returning student employee may begin working on January 20th, 2020. Please check your HR Reports before allowing students to begin working.

5) Please be sure that all paperwork is complete and follows the requirements outlined in UNM Policy #2000.
**Hiring Guidelines – UNMJobs Hiring Process**

Please verify that your student meets **employment eligibility** (enrollment, degree status, and work study award, if applicable) prior to submitting any paperwork for a student.

Use the UNMJobs Hiring process for New Hires, Promotions, Add Jobs (2nd and 3rd jobs), and Returning Students with a break of employment of 180+ days.

**Requisitions (Reqs)**

We encourage you to submit requisitions as early as possible to allow for more posting time. Please be sure to follow the SOPs in the Student Recruiting Resources in the UNMJobs Recruiting Resources and ensure you submit a complete requisition to reduce errors.

The priority date to submit requisitions is **Tuesday December 1st @ 5pm**. Requisitions submitted after this date will be processed in the order received. However, we cannot guarantee that you will have enough time to hire student employee(s) with a January 18th, 2021 start date.

**Hiring Requests**

The Student Employment Office sends notifications as follows. Please note, the notifications below are sent to student’s email address as noted on their UNMJobs profile. Hiring managers are also copied on these email notifications.

- Students who need to complete an I-9 need to set up an appointment through [https://goto.unm.edu/visitonestop](https://goto.unm.edu/visitonestop) and select “Student Employment-Submit I-9/Document” to set up an appointment that works for them. We are currently available by appointment only on Monday-Thursday from 11:30 am – 1:30 pm.

- Students that need to submit FTE memos, Job Memos, etc., need to upload their documents to our secure upload site at [http://stuemp.unm.edu/webform-document-upload.php](http://stuemp.unm.edu/webform-document-upload.php)

- “Authorization to Start Working” emails *(see example below)* will be sent to ALL students when their employment eligibility is verified. These emails will state the student’s approved start date.

Please note the following:

1. Please enter 01/18/2021 in “Start Date” field for students being hired for the spring semester
2. Please leave “Start Date” field blank for students who should be hired prior to the spring semester.
3. Students should expect to spend at least 20 minutes completing documents while at the Student Employment Office.
4. Documents for the I-9 form must be **original and unexpired**. A list of acceptable documents is available below.

5. After your student completes all hiring documents at our office by setting up an appointment via [https://goto.unm.edu/visitonestop](https://goto.unm.edu/visitonestop), the Hiring Coordinator, Hiring Manager and student will receive a final “Authorization to Start Working” email with an attached letter indicating their approved start date. **Please do not allow students to begin working until this notification is received.** Allowing students to work prior to their start date will cause problems with student’s pay and may be in violation of federal regulations.

6. Once they have their Student Employee Life tab in LoboWeb, students must follow the instructions in the “Authorization to Start Working” letter to verify their W-4 form and complete direct deposit information, etc.

2) **The priority date to submit hiring requests for UNMJobs student employees is Tuesday December 1st at 5PM.**

3) **In order to begin working on January 18th, students must complete their required paperwork by December 11th.**

4) **Priority will be given to requests submitted by these dates. Anything submitted after will be processed in the order received. Therefore, we will not guarantee your new student employee may begin working on January 18th, 2021.**

5) **Please be sure that all paperwork is complete and follows requirements outlined in UNM Policy #2000.** The turnaround time increases if we receive requisitions or Hiring Requests with errors or missing information.
**I-9 Appointment Set-up Email Example**

Good Afternoon,

Hope you are doing well! We have received a hiring request for you for a student employment position. We need to verify your employment status by filling out an I-9 form before you are eligible to work. We are currently available by appointment only on Monday-Thursday from 11:30 am – 1:30 pm. Please click on this link [https://goto.unm.edu/visitonestop](https://goto.unm.edu/visitonestop) and select “Student Employment-Submit I-9/Document” to set up an appointment that works for you.

Additionally, I’ve launched your onboarding tasks in UNMJobs. Please log in to your UNMJobs profile to complete them and let me know if you run into any issues. See below for how it should display once you log in to your UNMJobs profile.

![Onboarding Tasks](https://example.com/onsboarding_tasks.png)

Thank you,

**Two and Three Job Memo Request Email Example**
Good Afternoon,

Hope you are doing well. We’ve received a hiring request for a second student employment position. I’ve launched your onboarding tasks via UNMjobs. Please log in to your profile and complete the requested tasks. See below for an example. I have also attached the correct two job memo form.

Please submit the two-job memo online via the Secure Upload Form: [http://stuemp.unm.edu/webform-document-upload.php](http://stuemp.unm.edu/webform-document-upload.php). Once we have your two job memo signed by your supervisors and equaling 28 hours for domestic student and 20 hours for international students, we will move your hire forward.

Let me know if you have any questions.

Thank you,

*FTE Memo Request Email*
Good Afternoon,

Hope you are doing well. We’ve received a hiring request for a student employment position. I’ve launched your onboarding tasks via UNMJobs. Please log in to your profile and complete the requested tasks. See below for an example. I have also attached the correct FTE memo form.

Please submit the FTE memo online via the Secure Upload Form: http://stuemp.unm.edu/webform-document-upload.php. Once we have your FTE Memo we will move your hire forward.

Let me know if you have any questions.

Thank you,
10/31/2019

Hello [Name],

Congratulations! This letter is to confirm that the hiring request for the [position] position with the [department] department has been completed. You are authorized to begin working on [date]. Your probationary period for this position is two (2) months and ends on [date].

Within five (5) business days after your authorized start date, go to the myUNM portal and login with your Net ID and password. Add the Student Employee Tab to your dashboard to access and/or update your information, complete your W-4, and set up your direct deposit through LoboWeb.

Please review, update and/or complete the following information available under each of the following headers in your Employee Tab:

**Personal Information**

- Addresses including phone numbers
- Emergency Contacts (update as needed)
- Race and Ethnicity Information
- Disability Self-Identification
- Veteran Classification and Self-Identification

**Pay Information**

- Direct Deposit (must be completed on a UNM computer); [Direct Deposit FAQs]

**Tax Forms**

- W4 Form (must be completed on a UNM computer) (Failure to set up your W-4 in a timely manner will default to single with no allocations resulting in maximum deductions); [W4 FAQs]

Be sure to read and become familiar with the information outlined in the UNM Student Employment Handbook. Please contact [Name] at [email] or [Name] to complete any departmental paperwork and/or to arrange your work schedule.

Have a great semester!

Sincerely,

[Student Employment Staff]
**LISTS OF ACCEPTABLE DOCUMENTS**
All documents must be UNEXPIRED

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

<table>
<thead>
<tr>
<th>LIST A</th>
<th>Documents that Establish Both Identity and Employment Authorization</th>
<th>LIST B</th>
<th>Documents that Establish Identity</th>
<th>LIST C</th>
<th>Documents that Establish Employment Authorization</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>U.S. Passport or U.S. Passport Card</td>
<td>1.</td>
<td>Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</td>
<td>2.</td>
<td>ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</td>
<td>3.</td>
<td>School ID card with a photograph</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Employment Authorization Document that contains a photograph (Form I-766)</td>
<td>4.</td>
<td>Voter's registration card</td>
<td></td>
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<tr>
<td>5.</td>
<td>For a nonimmigrant alien authorized to work for a specific employer because of his or her status:</td>
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</tr>
<tr>
<td></td>
<td>a. Foreign passport and</td>
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<tr>
<td></td>
<td>b. Form I-94 or Form I-94A that has the following:</td>
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<tr>
<td></td>
<td>(1) The same name as the passport</td>
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<tr>
<td></td>
<td>(2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</td>
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<tr>
<td>6.</td>
<td>Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</td>
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</tr>
<tr>
<td>7.</td>
<td>1. Social Security Account Number card, unless the card includes one of the following restrictions:</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(1) NOT VALID FOR EMPLOYMENT</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</td>
<td></td>
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</tr>
<tr>
<td>8.</td>
<td>Certificate of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)</td>
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<tr>
<td>9.</td>
<td>Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</td>
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<tr>
<td>10.</td>
<td>Native American tribal document</td>
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<tr>
<td>11.</td>
<td>U.S. Citizen ID Card (Form I-197)</td>
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</tr>
<tr>
<td>12.</td>
<td>Identification Card for Use of Resident Citizen in the United States (Form I-175)</td>
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<td></td>
</tr>
</tbody>
</table>

For persons under age 18 who are unable to present a document listed above:

- School record or report card
- Clinic, doctor, or hospital record
- Day-care or nursery school record

Examples of many of these documents appear in Part 13 of the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.
Purpose
This procedure explains the process of running HR Reports to see students employment information.

Available to
Supervisors, hiring managers, department administration

<table>
<thead>
<tr>
<th>Step #</th>
<th>Action/Field Name</th>
<th>Comments/Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Log into HR Reports</td>
<td></td>
</tr>
</tbody>
</table>
|        | On the main HR Reports page, to Employee Application | HR Reports

Welcome to HR Reports. Please make a selection below to begin.

Employee Application

The Employee Application allows the user to view all current active employees by entering a UNM ID or selecting by Level 3 Org(s). You can also view current active employees by entering a position class. The user can view an employee that was active during a date range specified. Depending on security, this application shows Terminated Employees, Ineligible for Rehire, Employee Name Changes, HRS Employee History and HRS Purged employees.
<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Select Employees by Date Range located on the left hand side of the window</td>
<td>Employees By Date Range</td>
</tr>
<tr>
<td>4</td>
<td>Under “Select Criteria”: “Select by Level 3 Org”</td>
<td>Select Criteria</td>
</tr>
<tr>
<td>5</td>
<td>Select your Level 3 Org</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Select: Org(s)</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Begin Date: enter the begin date of your search</td>
<td>Ex. 11/01/2019</td>
</tr>
<tr>
<td>8</td>
<td>End Date: enter the end date of your search</td>
<td>Ex. 05/15/2020</td>
</tr>
<tr>
<td>9</td>
<td>Run Report</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Select Action and Filter</td>
<td></td>
</tr>
</tbody>
</table>
In the Filter (defaults to column), select the following:

- **Column:** eClass
- **Operator:** =
- **Expression:** UB

Click Apply.

Under Actions, select “Select Columns”
Under “Display in Report”, keep the following (this is the order we use, but you can put them in any order):

1. Org,
2. UNM ID,
3. Name,
4. Position,
5. Suffix,
6. Job Title,
7. eClass,
8. Hourly Rate,
9. Supervisor,
10. Appt %,
11. Job Begin Date,
12. Job End Date,
13. Job Status,
14. Job Change Reason,
15. Job Change Reason Description

Click Apply

Go to Actions then Download
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>Click on Excel download Icon</td>
</tr>
<tr>
<td>16</td>
<td>Open downloaded file</td>
</tr>
</tbody>
</table>

Choose report download format:

- CSV

Cancel