Branch Campus Hiring Process SOP

**Revision Date:** 11/27/2018

**Revised By:**  Savana Carollo

**Responsible Department:** Student Employment Office

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| **Step #** | **Action/Field Name** | **Comments/Options** |
| **1** | **Branch** submits requisition to **Stu Emp Approver1** |  |
| **2** | **SE** will approve req or return for corrections providing a comment on what needs to be fixed. |  |
| **3** | **Branch** completes internal process |  |
| **4** | **Branch** scans I-9 to OnBase |  |
| **5** | **Branch** submit hiring request through UNMJobs | * Add a note that I-9 was scanned to OnBase * Add a note if a background check is required |
| **6** | **SE** receives hiring request, will send “offer letter” via email, **only** to the students that need to complete paperwork/onboarding   1. If NHIRE, RHIRE with more than 1 year break, ADDJB or External Student, launch Onboarding  * **SE** will email branch officer that onboarding was launched * **Branch** will email SE when onboarding is complete * **SE** will send authorization letter from UNMJobs  1. If RHIRE within 1 year, PROMC, or PROMN, launch onboarding (The student does not need to complete any paperwork or onboarding)  * **SE** will send authorization letter from UNMJobs | * SE verifies eligibility * SE, if I-9 is **NOT** needed, email Liz to get new one deleted from OnBase |