

Date	Paperwork due
Wednesday, July 11th	Submission of UNMJobs Requisitions to StuEmp Approver1 queue
Wednesday, July 25th	Hiring Requests from UNMJobs to StuEmp Approver1 queue
Friday, July 27th	Extension EPAFs and Transfer/Rehire EPANs for current and returning students
Friday, Aug 3rd	Deadline for students to complete hiring documents such as I-9, job memos, FTE memos, etc. in Student Employment Office by 5pm

Please note, priority will be given to forms/requests submitted by these priority dates. Anything submitted after their respective dates will be processed on a case by case status in the order received. Therefore, we will not guarantee an 8/20 start date for late submissions and they may have a start date after 8/20. Check your HR Reports before allowing students to work.