

Fall 2018 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)
- Students must be enrolled at least half-time (at least 6 credit hours) for the fall 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 Fall semester **no later than July 27th @ 5 pm**
 - 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 for the fall
 - All summer work-study assignments end on **August 17th**
 - 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 **Friday, July 27th @ 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.

Fall 2018 Extension/Transfer Guidelines (Summer to Fall)

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				End Date (Check enrollment with your student) EPAFS with incorrect end dates will be returned to the Originator; EPANS with incorrect end dates will be changed based on student's enrollment at the time paperwork is processed	
Summer	Fall	Process	Effective Start Date	Enrolled in Fall only	Enrolled in Fall and Expected Spring Enrollment
Federal WS	Has Federal WS	extension EPAF	8/18/2018	12/15/2018	5/11/2019
Federal WS	Has State WS	transfer EPAN	8/18/2018	12/15/2018	5/11/2019
Federal WS	StuEmp	transfer EPAN	8/18/2018	12/15/2018	5/11/2019
StuEmp	Has Federal WS	transfer EPAN	8/18/2018	12/15/2018	5/11/2019
StuEmp	Has State WS	transfer EPAN	8/18/2018	12/15/2018	5/11/2019
StuEmp	StuEmp	extension EPAF	8/18/2018	12/15/2018	5/11/2019

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 Fall semester **no later than July 27th @ 5 pm**
 - 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 **Friday, July 27th @ 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 returning student employee may begin working on August 20, 2018. *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 [Career Center](#) and ensure you submit a complete requisition to reduce errors.

The deadline to submit requisitions is **Wednesday, July 11th @ 5 pm**. 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 an August 20, 2018 start date.

Hiring Requests

Effective July 1st, the Student Employment Office will implement changes to our internal UNMJobs hiring procedures. Please note the following changes that may impact students and/or departments:

- ❖ Initial “Offer Letter” notifications will be sent to student employees who must submit documentation/forms such I-9, add job or FTE memos, background checks, etc
- ❖ Initial “Offer Letter” notifications will not be sent to student employees who are getting promotions or returning students with a valid I-9 form on file and are not required to submit documentation
- ❖ “Authorization to Start Working” emails 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 8/20/2018 in “Start Date” field for students being hired for the fall semester
2. Please leave “Start Date” field blank for students who should be hired prior to the fall 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, the Hiring Coordinator 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 complete their W-4 form, direct deposit information, etc.

- 2) The priority date to submit hiring requests for UNMJobs student employees is **Wednesday, July 25th @ 5pm.**
- 3) In order to begin working on August 20th, students must complete their required paperwork by **Friday, August 3rd @ 5pm.**
- 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 August 20, 2018.
- 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.

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.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. 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		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. 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		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Native American tribal document
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport, and (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.		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (Form I-197)
		6. Military dependent's ID card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card		7. Employment authorization document issued by the Department of Homeland Security
		8. Native American tribal document		
		9. Driver's license issued by a Canadian government authority		
6. 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		For persons under age 18 who are unable to present a document listed above:		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. 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.

How to Run HR Reports by Date Range:

- 1) On the main HR Reports page, go to Employee Application
- 2) Select: Employees by Date Range
 - a. Under “Select Criteria”: “Select by Level 3 Org”
 - b. Select your Level 3 Org
 - c. Select: Org(s)
 - d. Begin Date: enter the begin date of your search
 - e. End Date: enter the end date of your search
 - f. Run Report

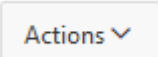
- 3) Select Action and Filter
 - a. In the Filter (defaults to column), select the following:
 - i. Column: eClass
 - ii. Operator: =
 - iii. Expression: UB

Filter

Filter Type Column Row

Column	Operator	Expression
eClass	=	UB

- b. Apply

- 4) Under Actions, select “Select Columns”
 - a. Under “Display in Report”, keep the following (this is the order we use, but you can put them in any order):
 - i. Org, UNM ID, Name, Position, Suffix, Job Title, eClass, Hourly Rate, Supervisor, Appt%, Job Begin Date, Job End Date, Job Status, Job Change Reason, Job Change Reason Description
 - b. Apply
 - c. Go to Actions,  then Download
 - d. Click on Excel download Icon

Download

Choose report download format:

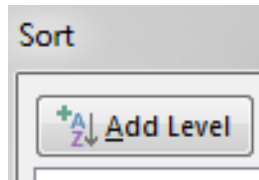
CSV

Cancel

- e. Open downloaded file
- f. Under the Home Tab, go to Sort & Filter under Editing (on the far right of the page)



- g. Select “Custom Sort”
- h. Under Sort by Column, select “Name”
- i. Click Add Level



- j. Select “Job End Date” under Sort by Column; order should be “Oldest to Newest”

