Fall Hiring Guidelines (1 of 3) - Current Student Employees

To All Student Supervisors and Hiring Officials:

It's that time of year again! Time to start submitting paperwork for the fall semester.

Rather than sending one long email with guidelines and instructions, we are sending out three (3) separate emails for the each of the following:

- 1) Current student employees
- 2) Returning Students with a break of employment of 90 days or less <u>and</u> are returning to their former position for the fall
- 3) New Hires (UNMJobs) New Hires, Promotions, Add Jobs (2nd and 3rd jobs), and Returning Students with a break of employment of 91+ days

For all three scenarios, please verify that your student meets <u>employment eligibility</u> (enrollment, degree status, and work study award, if applicable) prior to submitting any paperwork for a student.

Current student employees

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- 1) Please run an HR Report using the attached instructions (HR Report Parameters for Current Student Employees). If you do not have access to HR Reports, please check with you 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.
 - 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 18th.
 - If your student has a federal work-study (FWS) award for summer and fall/spring, please check their balance on PZROWSB (ePrint) before you submit any paperwork.
 - Approximately half of students who were awarded summer FWS will exhaust their award during the current (2R15) pay period.
 - If you determine that your student is (or will be) out of FWS, please submit a transfer EPAN with the following dates:

If your student	(remainder of summer)	(Fall) Submit transfer EPAN to FWS with the following dates (deadline		
is out of FWS	Submit transfer EPAN to			
during pay	Student Employment with			
period:	the following dates:	to submit is 7/31/17):		

2R15 (7/8/17-	Start: 7/22/17	Start: 8/19/17
7/21/17)	End: 8/18/17	End: 5/11/18
2R16 (7/22/17-	Start: 8/5/17	Start: 8/19/17
8/4/17)	End: 8/18/17	End: 5/11/18

- 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. No backdating.
- Please be sure that all paperwork is complete and follows requirements outlined in UNM Policy #2000.
- 3) If you need to complete an extension EPAF, please be sure to select the position number associated with your org#.
- 4) The deadline to submit extension EPAFs and Transfer EPANs for current student employees is **Monday, July 31 @ 5pm**.

Sincerely,

Student Employment Staff

Please forward this email to any new student supervisors in your department or direct them to subscribe to the <u>Student Employment Listserve</u> (<u>Join STUEMP-L</u>).

Run HR Report for Current Summer Student Employees:

1) On the main HR Reports page, go to Employee Application

2) Select: Employees by Date Range

a. For Select Criteria: "Select by Level 3 Org"

b. select your Level 3 Org

c. Select: Org(s)

d. Begin Date: 07/01/2017e. End Date: 08/31/2017

f. Run Report

3) Select Action and Filter

a. In the Filter (defaults to column), select the following:

i. Column: eClassii. Operator: =iii. Expression: UB



- b. Apply
- 4) Under Actions, select "Select Columns"
 - a. Under "Display in Report", keep the following (this is the order I use but you can put them in any order):
 - 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, Actions then Download
 - d. Click on Excel download Icon



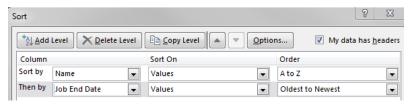
e. Open downloaded file



- f. Under the Home Tab, go to Sort & Filter under Editing __Editing ___ (on the far right of the page)
- g. Select "Custom Sort"
- h. Under Sort by Column, select "Name"



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



Please note:

- If a non work-study student (UB) has an open end date, you do not need to take any action unless you want to transfer them to work-study. Submit a transfer EPAN.
- All summer work study assignments end on August 18th.

Fall 2017 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 with your student)
EPAFS with incorrect end dates will
be returned to the Originator; EPANS
with incorrect end dates will be
changed per the student's enrollment
at the time paperwork is processed

Summer	Fall	Process	Effective Start Date	Enrolled in Fall only	Enrolled in Fall and Spring
Federal		extension		-	
WS	Has Federal WS	EPAF	8/19/2017	12/15/2017	5/11/2018
Federal					
WS	Has State WS	transfer EPAN	8/19/2017	12/15/2017	5/11/2018
Federal					
WS	StuEmp	transfer EPAN	8/19/2017	12/15/2017	5/11/2018
StuEmp	Has Federal WS	transfer EPAN	8/19/2017	12/15/2017	5/11/2018
StuEmp	Has State WS	transfer EPAN	8/19/2017	12/15/2017	5/11/2018
StuEmp	StuEmp	extension EPAF	8/19/2017	12/15/2017	5/11/2018