Fall Hiring Guidelines (2 of 3) – Returning Students

To All Student Supervisors and Hiring Officials:

This is the 2nd of 3 emails with instructions for Fall Hiring.

Reminder: 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.

<u>Returning students (students with a break of employment of 90 days or less AND returning to their</u> <u>former position</u>)

- 1) Please run an HR Report using the attached instructions (HR Report Parameters for Returning 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.
- 2) For this summer only, we will be accepting EPANs to Rehire students who were employed during the spring (with an end date of 5/12/17) who did not work during the summer. Although the EPAN does not have a REHIRE Personnel Action Reason in the dropdown box, our office will be accepting them for students who ended on 5/12/17 and are returning for the fall semester. Under "Purpose of Personnel Action," please write-in "REHIRE."
- 3) REHIRE Rehires must meet all of the following:
 - a. Break of Employment of 90 days or less; a break of employment of more than 91+ days will require the student to apply through UNMJobs
 - b. Returning to the same position with the same pay rate when their job ended
 - c. Must complete a new <u>I-9 form</u>
- 4) (***IMPORTANT) REHIRE EPANs must be submitted to our office by <u>Monday, July 31st</u>.
 (Note: Because there is a break of employment, your student will need to complete a new I-9)
 - a. Submit the completed EPAN to our office via email (<u>stuemp@unm.edu</u>).
 - b. Notify your student that you submitted a **REHIRE EPAN** to our office and they need to complete a new I-9 by Friday, August 4th. Please refer them to the list of acceptable documents (*the list is at the end of this document*) of the <u>I-9 form</u>. Documents must be original and unexpired.
 - c. Students will also need to sign the Policy Acknowledgement Statement verifying that they have read and agree to comply with policies outlined in the <u>Student Employment</u> <u>Handbook</u>. Please instruct the student to read the handbook prior to visiting our office to complete their I-9.
 - d. The priority deadline for students to complete their I-9, in person, at the Student Employment Office is <u>Friday, August 4th</u>.

- e. We will continue to accept I-9 for rehires through <u>Thursday, August 10th</u>; however, we cannot guarantee that your student will be on the system for the first day of the fall semester.
- f. Rehire EPANs that remain in our office after Thursday, August 10th will be returned unprocessed to the Originator.
- 5) You may submit a Rehire EPAN for students who end(ed) after 5/13/17; however, the priority deadline to submit paperwork for the 1st pay period of the fall semester is <u>Monday, July 31st</u> and <u>Friday, August 4th</u> for I-9 completion.
- Please be sure that all paperwork is complete and follows requirements outlined in <u>UNM Policy</u> <u>#2000</u>
- 7) <u>Rehires via EPAN will only be accepted through Monday, July 31st. Rehires after this date will need to be submitted and processed through UNMJobs.</u>

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 (Join STUEMP-L)</u>.

Run HR Report for Returning Students (break of employment of 90 days or less)

- 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: Select 05/01/2017 (you can select 05/12/2017 but if you have students who ended earlier then they will not show up on your report)
 - e. 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: eClass
 - ii. Operator: =
 - iii. Expression: UB

Filter			:
Filter Type	nn 🔘 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 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

Actions 🗸

c. Go to Actions,

then Download

d. Click on Excel download Icon

Download	×
Choose report download form	iat:
CSV	
Car	ncel

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"

		Sort
i.	Click Add Level	Add Level

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

-	Sort					1	23
	Add Level			opy Level	 Options 	📝 My data ha	as <u>h</u> eaders
l	Column		Sort	Dn	Ord	er	
l	Sort by	Name	▼ Value	25	💌 A to	Z	
l	Then by	Job End Date	▼ Value	25	▼ Old	est to Newest	•

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 At	ND	LIST C Documents that Establish Employment Authorization
2.	U.S. Passport or U.S. Passport Card Permanent Resident Card or Alien Registration Receipt Card (Form I-551) Foreign passport that contains a		 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 ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or 	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
	temporary I-551 stamp or temporary I-551 printed notation on a machine- readable immigrant visa			2	(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION Certification of Birth Abroad issued
	that contains a photograph (Form I-768)		information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph		by the Department of State (Form FS-545) Certification of Report of Birth
5.	For a nonimmigrant alien authorized to work for a specific employer because of his or her status:	5 6 7 8 9	4. Voter's registration card 5. U.S. Military card or draft record		issued by the Department of State (Form DS-1350)
	 a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: The same name as the passport; and 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. 		 Military dependent's ID card U.S. Coast Guard Merchant Mariner Card 	4.	Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
			8. Native American tribal document		Native American tribal document
			 Driver's license issued by a Canadian government authority 	6.	U.S. Citizen ID Card (Form I-197)
			For persons under age 18 who are unable to present a document listed above:		Identification Card for Use of Resident Citizen in the United States (Form I-179)
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		10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record	8.	Employment authorization document issued by the Department of Homeland Security
	Compact of Free Association Between the United States and the FSM or RMI				

Examples of many of these documents appear in Part 8 of the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.