

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 Column Row

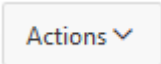
Column	Operator	Expression
eClass	=	UB

- b. Apply

4) Under Actions, select "Select Columns"

- a. Under "Display in Report", keep the following (this is the order I 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

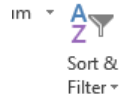
- d. Click on Excel download Icon

Download

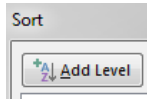
Choose report download format:


CSV

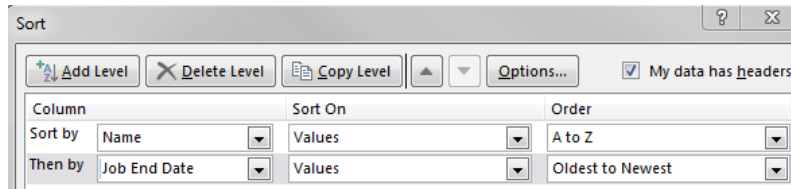
- e. Open downloaded file



- 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"



- i. Click Add Level
- j. Select "Job End Date" under Sort by Column; order should be "Oldest 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	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 Birth Abroad issued by the Department of State (Form FS-545)
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. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration 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
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. Native American tribal document
		6. Military dependent's ID card		6. U.S. Citizen ID Card (Form I-197)
		7. U.S. Coast Guard Merchant Mariner Card		7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		8. Native American tribal document		8. Employment authorization document issued by the Department of Homeland Security
		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 8 of the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.