Fall Hiring Guidelines (Last of 3) – UNMJobs 2.0 Hires

To All Student Supervisors and Hiring Officials:

This is the last 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.

UNMJobs 2.0: New Hires, Promotions, Add Jobs (2nd and 3rd jobs), and Returning Students with a break of employment of 91+ days

Requisitions (Reqs)

The deadline to submit approved Fall Reqs (including non-competitive) to the Student Employment Area is Friday, July 21st at 5pm. We encourage you to submit them earlier to allow more posting time. We will work through the weekend to have them (if submitted without errors) posted by Monday, July 24th. Please be sure to follow the SOPs in the Student Recruiting Resources in the Career Center.

• To reduce the turnaround time for student reqs, we are removing the Student Approver from the Approvals section (see Step #36) Please note that we have updated the Create a Requisition SOP to reflect this change. Please submit new reqs with the new Approval Queue.

Hiring Requests (HR)

The deadline to submit approved HRs to the Student Employment Area is Monday, August 7th at 5pm. In order to begin working on August 21st, students must complete their I-9 paperwork and onboarding documents by Friday, August 11th.

- 1. Students should expect to spend at least 20 minutes completing documents while at the Student Employment Office.
- 2. Documents for the I-9 (list is at the end of this document) must be original and unexpired.
- After your student completes all hiring documents at our office, the Hiring Coordinator and student will receive a Final Onboarding email with an attached letter indicating their Start Date.
- 4. On (or within 3 dates after) their Start Date, students must follow the instructions in the Final Onboarding letter to complete their W-4, Direct Deposit, etc.

Please be sure that all paperwork is complete and follows requirements outlined in <u>UNM Policy</u> #2000. The turnaround time increases if we receive requisitions or Hiring Requests with errors or missing information.

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>).

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 AN	ID	LIST C Documents that Establish Employment Authorization
3.	U.S. Passport or U.S. Passport Card Permanent Resident Card or Alien Registration Receipt Card (Form I-551) Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine- readable immigrant visa Employment Authorization Document			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		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 Certification of report of birth issued
4.	that contains a photograph (Form I-766)			information such as name, date of birth, gender, height, eye color, and address		by the Department of State (Forms DS-1350, FS-545, FS-240)
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		<u> </u>	School ID card with a photograph Voter's registration card U.S. Military card or draft record Military dependent's ID card	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
	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.		7.	U.S. Coast Guard Merchant Mariner Card		Native American tribal document U.S. Citizen ID Card (Form I-197)
			<u> </u>	Native American tribal document Driver's license issued by a Canadian government authority	6.	Identification Card for Use of Resident Citizen in the United States (Form I-179)
			F	or persons under age 18 who are unable to present a document listed above:	7.	Employment authorization document issued by the Department of Homeland Security
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		11.	School record or report card Clinic, doctor, or hospital record 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.