

UNMJobs 2.0 Hire Process for Students

	Department	Student Employment Office	Student
1	Dept verifies student eligibility; Complete Offer Letter Details and submit Hiring Request		
2		Hiring Request is Reviewed; student eligibility is verified; Offer letter is emailed to the student and Hiring Coordinator (HC)	
3	HC is cc'd on Offer Letter email to student. Although there is a start date, this is only a projected start date. <u>Student must wait for Authorization to Start letter to confirm their actual start date.</u>		Receives Offer Letter via email. Although there is a start date, this is only a projected start date. Student must complete paperwork and wait for Authorization to Start letter to confirm their <u>actual</u> start date.
4			Electronically accepts or denies Offer Letter
5		Receives email that Offer Letter is signed.	
6		Onboarding is launched; email is sent to Student and Hiring Coordinator	
7			Email received to electronically sign Policy Statement along with other documents (depends on the student). If I-9 is needed, it must be submitted in person to the Student Employment Office with original documents
8			Student completes I-9 in person, if needed, and electronically signs Policy Statement
9		Receives email that student electronically signed documents	
10		Verifies that I-9 and all other paperwork has been received.	
11		Sends Authorization to Start Letter with Start Date to student and HC	
12	HC is cc'd on Authorization to Start Letter email to student		Receives Authorization to Start Letter with Start Date. May begin working anytime on or after Authorized Start Date.
13	HC contacts student to verify work schedule and, if applicable, to complete departmental paperwork		
14		Overnight load	
15	Dept verifies student is on HR Report. If there are any issues such as incorrect type (WS or SE), index, etc), dept notifies Student Employment Office.		
16			On start date (or within 3 days after start date), student must follow instructions on Authorization to Start Letter to complete Onboarding (W-2, direct deposit, emergency contacts, etc)