Spring 2023 Student Employment Hiring Guidelines

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Student Employment Eligibility Requirements:

- Students must be admitted in a degree-seeking status
- Students must meet the required Standards for Academic Progress (Work-study students only)
- Work study students must be enrolled at least half-time (at least 6 credit hours) for the Spring
- Students must present documentation for their I-9. I-9 documentation must be submitted by all students who are NEW UNM employees or have had at least a one (1) year break in UNM employment

Hiring Guidelines - Current student employees

Please verify that your student meets employment eligibility (enrollment, degree status, and work study award, if applicable) prior to submitting any paperwork for a student.

1) Please run an HR Report using the instructions below (HR Report Parameters for Current 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. 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.

   - Current student employees must be enrolled at least half time (at least 6 credit hours) for the Spring semester no later than December 9th @ 5 pm.
   - 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.
   - All fall/spring work-study assignments should end on or before May 12th but check report to verify the correct end date on record
   - 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. Backdating will not be accepted

3) Please be sure that all paperwork is complete and follows the requirements outlined in UNM Policy #2000.

4) If you need to complete an extension EPAF, please be sure to select the position number associated with your org#.

***Access to academic records for HR processes is a FERPA violation. Student schedules, grades, graduation dates, and any other academic information needed for hiring must be submitted by the student to the hiring supervisor for review. Requests for access to the student records will be disapproved***.
5) Submit completed EPANs to our office via email (mailto:stuemp@unm.edu).

6) The priority date to submit extension EPAFs and Transfer EPANs for current student employees is December 9th @5pm. Priority will be given to forms/requests submitted by this date. Anything submitted after will be processed on a case by case status in the order received. Therefore, we will not guarantee your current student employee may continue working past their current job end date. Please check your HR Reports before allowing students to continue working.

Spring 2023 Extension/Transfer Guidelines (Fall to Spring)

<table>
<thead>
<tr>
<th>Fall Process</th>
<th>Spring Process</th>
<th>Effective Start date</th>
<th>End date/Enrolled in Spring only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal WS</td>
<td>Federal WS (UF)</td>
<td>Extension EPAF</td>
<td>12/18/2022 or day after end date on record</td>
</tr>
<tr>
<td>Federal WS</td>
<td>State WS (US)</td>
<td>Transfer EPAN</td>
<td>12/18/2022 or day after end date on record</td>
</tr>
<tr>
<td>Federal WS</td>
<td>StuEmp (UB)</td>
<td>Transfer EPAN</td>
<td>12/18/2022 or day after end date on record</td>
</tr>
<tr>
<td>StuEmp (UB)</td>
<td>Federal WS</td>
<td>Transfer EPAN</td>
<td>12/18/2022 or day after end date on record</td>
</tr>
<tr>
<td>StuEmp (UB)</td>
<td>State WS</td>
<td>Transfer EPAN</td>
<td>12/18/2022 or day after end date on record</td>
</tr>
<tr>
<td>StuEmp (UB)</td>
<td>StuEmp</td>
<td>Extension EPAF</td>
<td>12/18/2022 or day after end date on record</td>
</tr>
</tbody>
</table>

Hiring Guidelines – Returning Students

Please verify that your student meets employment eligibility (enrollment, degree status, and work study award, if applicable) prior to submitting any paperwork for a student.

1) To qualify as a “returning student”, there must be a break of employment of 180 days or less

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2) Submit a Rehire EPAN for student employees who meet all of the following:
   a. Must be enrolled at least half time (6 credit hours) for the Spring semester no later than December 9th @5pm.
   b. Has break of employment of 180 days or less (a break of employment of more than 180 days will require you to hire the student through the UNMJobs hiring process)
   c. Returning to the same position when their job ended

3) Submit the completed EPAN to our office via email (stuemp@unm.edu).

4) The priority date to submit Rehire EPANs for returning student employees is December 9th @ 5 pm. Priority will be given to forms/requests submitted by this date. Anything submitted after will be processed on a case by case status in the order received. Therefore, we will not guarantee your returning student employee may begin working on January 16, 2023. Please check your HR Reports before allowing students to begin working.

5) Please be sure that all paperwork is complete and follows the requirements outlined in UNM Policy #2000.

**Hiring Guidelines – UNMJobs Hiring Process**

Please verify that your student meets employment eligibility (enrollment, degree status, and work study award, if applicable) prior to submitting any paperwork for a student.

Use the UNMJobs Hiring process for New Hires, Promotions, Add Jobs (2\textsuperscript{nd} and 3\textsuperscript{rd} jobs), and Returning Students with a break of employment of 180+ days.

**Requisitions (Reqs)**

We encourage you to submit requisitions as early as possible to allow for more posting time. Please be sure to follow the SOPs in the Student Recruiting Resources in the UNMJobs Recruiting Resources and ensure you submit a complete requisition to reduce errors. Requisitions that do not follow the proper hiring approvals are subject to denial. Requisition owners and hiring managers cannot be the same person, unless otherwise approved by Student Employment.

The priority date to submit requisitions is December 9th @ 5 pm. Requisitions submitted after this date will be processed in the order received. However, we cannot guarantee that you will have enough time to hire student employee(s) with a January 16, 2023 start date.
**Hiring Requests**

The Student Employment Office sends notifications as follows. Please note, the notifications below are sent to student’s email address as noted on their UNMJobs profile. Hiring managers are also copied on these email notifications.

- Initial “Offer Letter” notifications will be sent to student employees who must submit documentation/forms such I-9, add job or FTE memos, background checks, etc

- Initial “Offer Letter” notifications will not be sent to student employees who are getting promotions or returning students with a valid I-9 form on file and are not required to submit documentation

- “Authorization to Start Working” emails will be sent to ALL students when their employment eligibility is verified. These emails will state the student’s approved start date.

Please note the following:

1. Please enter 01/16/2023 in “Start Date” field for students being hired for the spring semester

2. Please leave “Start Date” field blank for students who should be hired prior to the spring semester.

3. Students should expect to spend at least 20 minutes completing documents while at the Student Employment Office/One Stop Lobby.

4. Documents for the I-9 form must be original and unexpired. ([list of acceptable documents](#))

5. After your student completes all hiring documents at our office, the Hiring Coordinator, Hiring Manager and student will receive a final “Authorization to Start Working” email with an attached letter indicating their approved start date. *Please do not allow students to begin working until this notification is received. Allowing students to work prior to their start date will cause problems with student’s pay and may be in violation of federal regulations.*

6. Once they have their Student Employee Life tab in LoboWeb, students must follow the instructions in the “Authorization to Start Working” letter to complete their W-4 form, direct deposit information, etc.
2) The priority date to submit hiring requests for UNMJobs student employees is **December 9th @ 5 pm.**

3) In order to begin working on January 16th, students must complete their required paperwork by **Friday, December 16th @ 5pm**

4) Priority will be given to requests submitted by these dates. Anything submitted after will be processed in the order received. Therefore, we will not guarantee your new student employee may begin working on January 16, 2023.

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

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**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.

<table>
<thead>
<tr>
<th>LIST A</th>
<th>Documents that Establish Both Identity and Employment Authorization OR</th>
<th>LIST B</th>
<th>Documents that Establish Identity AND</th>
<th>LIST C</th>
<th>Documents that Establish Employment Authorization</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. U.S. Passport or U.S. Passport Card</td>
<td></td>
<td>1. Driver's license or ID card issued by a State or issuing possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</td>
<td>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</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</td>
<td>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</td>
<td></td>
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</tr>
<tr>
<td>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</td>
<td>3. School ID card with a photograph</td>
<td>2. Certification of report of birth issued by the Department of State (Forms DS-1550, FS-545, FS-240)</td>
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<tr>
<td>4. Employment Authorization Document that contains a photograph (Form I-766)</td>
<td>4. Voter's registration card</td>
<td>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</td>
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<td></td>
</tr>
<tr>
<td>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, and as to 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.</td>
<td>5. U.S. Military card or draft record</td>
<td>4. Native American tribal document</td>
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<tr>
<td>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</td>
<td>6. Military dependent's ID card</td>
<td>5. U.S. Citizen ID Card (Form I-137)</td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>7. U.S. Coast Guard Merchant Marine Card</td>
<td>7. Identification Card for Use of Resident Citizen in the United States (Form I-799)</td>
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<td></td>
<td>8. Native American tribal document</td>
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<td></td>
<td>9. Driver's license issued by a Canadian government authority</td>
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<td></td>
<td>For persons under age 18 who are unable to present a document listed above:</td>
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<tr>
<td></td>
<td>10. School record or report card</td>
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<td></td>
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<tr>
<td></td>
<td>12. Day-care or nursery school record</td>
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</tbody>
</table>

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.

**HR Reports**

**Running HR Reports by Date Range**

**Revision Date:** 02/2021
**Responsible Department:** Student Employment Office

**Purpose:**
This procedure explains the process of running HR Reports to see student’s employment information.

**Available to:**
Supervisors, Hiring managers, Department Administration

**Role Needed:**
HR Reports Viewer for Departments

<table>
<thead>
<tr>
<th>Step #</th>
<th>Action/Field Name</th>
<th>Comments/Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Log into HR Reports</td>
<td></td>
</tr>
<tr>
<td></td>
<td>HR Reports</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Welcome to HR Reports. Please make a selection below to begin.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Employee Application</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The Employee Application allows the user to view all current active employees by entering a UNM ID or selecting by Level 3 Org(s). You can also view current active employees by entering a position class. The user can view an employee that was active during a date range specified. Depending on security, this application shows Terminated Employees, Ineligible for Rehire, Employee Name Change, HRS Employee History and HRS Purged employees.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>main HR Reports page, to Employee Application</td>
<td>On the</td>
</tr>
</tbody>
</table>

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**Select Employees by Date Range located on the left hand side of the window**

- Dashboard
- Active Employees
- Archive
- Earnings Detail
- **Employees By Date Range**
- Employees Salary By Date Range
- Emergency Contact Info

**Under “Select Criteria”: “Select by Level 3 Org”**

- Select Criteria
  - Select by Level 3 Org
  - Enter chaidID
  - Select by eClass

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Select Employees by Date Range located on the left hand side of the window</td>
</tr>
<tr>
<td>4</td>
<td>Under “Select Criteria”: “Select by Level 3 Org”</td>
</tr>
<tr>
<td>5</td>
<td>Select your Level 3 Org</td>
</tr>
<tr>
<td>6</td>
<td>Select: Org(s)</td>
</tr>
<tr>
<td>7</td>
<td>Begin Date: enter the begin date of your search</td>
</tr>
<tr>
<td>8</td>
<td>End Date: enter the end date of your search</td>
</tr>
<tr>
<td>9</td>
<td>Run Report</td>
</tr>
</tbody>
</table>

Ex. 11/01/2019

Ex. 05/15/2021

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Under Actions, select “Select Columns”

Under “Display in Report”, keep the following (this is the order we use, but you can put them in any order):

1. Org,
2. UNM ID,
3. Name,
4. Position,
5. Suffix,
6. Job Title,
7. eClass,
8. Hourly Rate,
9. Supervisor,
10. Appt%,
11. Job Begin Date,
12. Job End Date,
13. Job Status,
14. Job Change Reason,
15. Job Change Reason Description

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Click Apply

Go to Actions, then Download

Click on Excel download Icon

Open downloaded file and you have a list of your student employees
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