Spring 2027 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
- **Winter Intersession 2026**

  Beginning December 13th, both domestic and international students may work up to 40 hours through January 17th if the student is not enrolled in an intersession class. If a student employee is taking an intersession class, then the hours they are able to work will be the same number of hours they work during the Fall and Spring semesters while the class is in session. Once the class ends, they can work up to 40 hours.
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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 7th @ 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 15th** 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*

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.

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#.

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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 7th @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 2027 Extension/Transfer Guidelines (Fall to Spring)

For spring work study, please check with your student. Information is available to them in LoboWeb. Students and departments can track spring work study earnings using the tracking form available at https://stuemp.unm.edu/department-resources/forms-and-information.html			End Date (Check enrollment with your student) EPAFs with incorrect end dates will be returned to the Originator; EPANs with incorrect end dates will be changed based on student's enrollment at the time paperwork is processed	
Fall	**Spring**	**Process**	**Effective Start date**	**End date/ Enrolled in Spring only**
Federal WS	Federal WS (UF)	Extension EPAF	12/13/2026 *or day after end date on record*	5/15/2027
Federal WS	State WS (US)	Transfer EPAN	12/13/2026 *or day after end date on record*	5/15/2027
Federal WS	StuEmp (UB)	Transfer EPAN	12/13/2026 *or day after end date on record*	5/15/2027
StuEmp (UB)	Federal WS	Transfer EPAN	12/13/2026 *or day after end date on record*	5/15/2027
StuEmp (UB)	State WS	Transfer EPAN	12/13/2026 *or day after end date on record*	5/15/2027
StuEmp (UB)	StuEmp	Extension EPAF	12/13/2026 *or day after end date on record*	5/15/2027

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 the following:
    a. Must be enrolled at least half time (6 credit hours) for the Spring semester **no later than December 7th @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 7th @ 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 18, 2027. *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 (2nd and 3rd 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 7th @ 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 18, 2027 start date.

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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 01/18/2027 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.

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2) The priority date to submit hiring requests for UNMJobs student employees is **December 7th @ 5 pm.**

3) In order to begin working on January 18th, students must complete their required paperwork by **Monday, December 14th @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 18, 2027.

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.

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 report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
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. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Native American tribal document
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. U.S. Citizen ID Card (Form I-197)
		6. Military dependent's ID card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card		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		8. Native American tribal document		
		9. Driver's license issued by a Canadian government authority		
		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 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: 02/2025

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Responsible Department: Student Employment Office

Purpose:

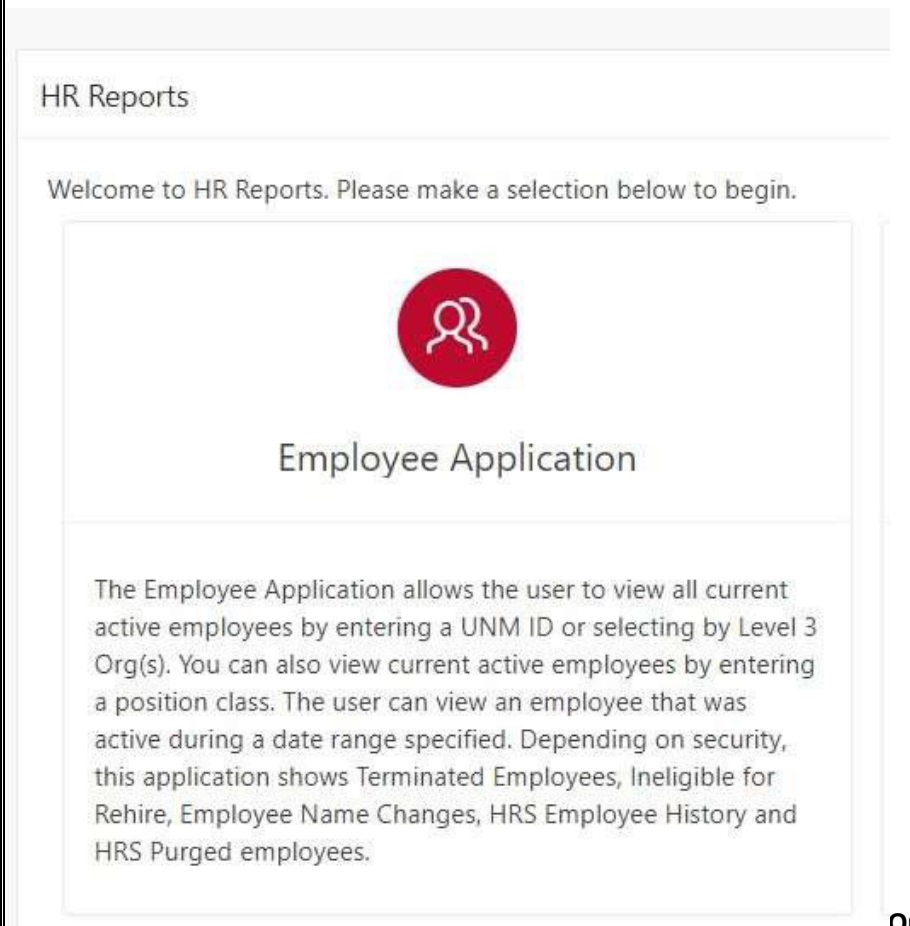
This procedure explains the process of running HR Reports to see student's employment information.

Available to:

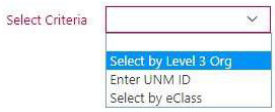
Supervisors, Hiring managers, Department Administration

Role Needed:

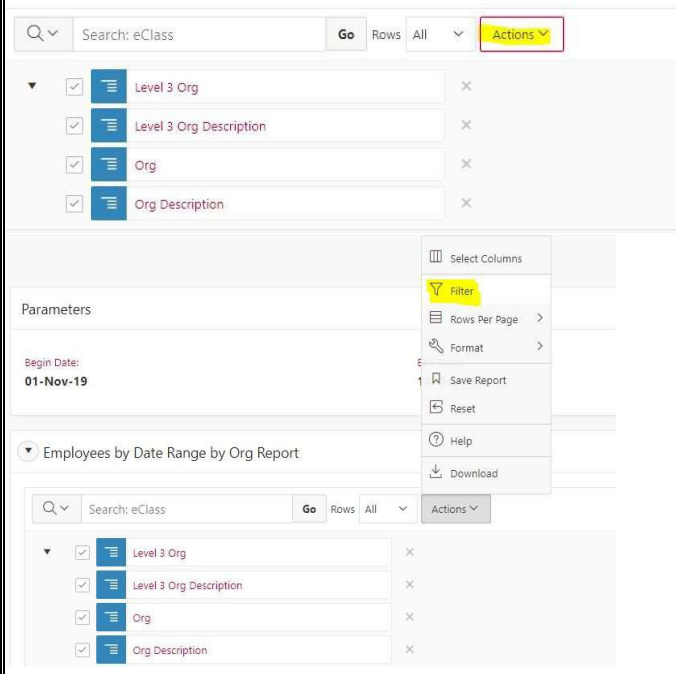
HR Reports Viewer for Departments

Step #	Action/Field Name	Comments/Options
1	**Log into HR Reports**	
2	 **On the main HR Reports page, to Employee Application**	

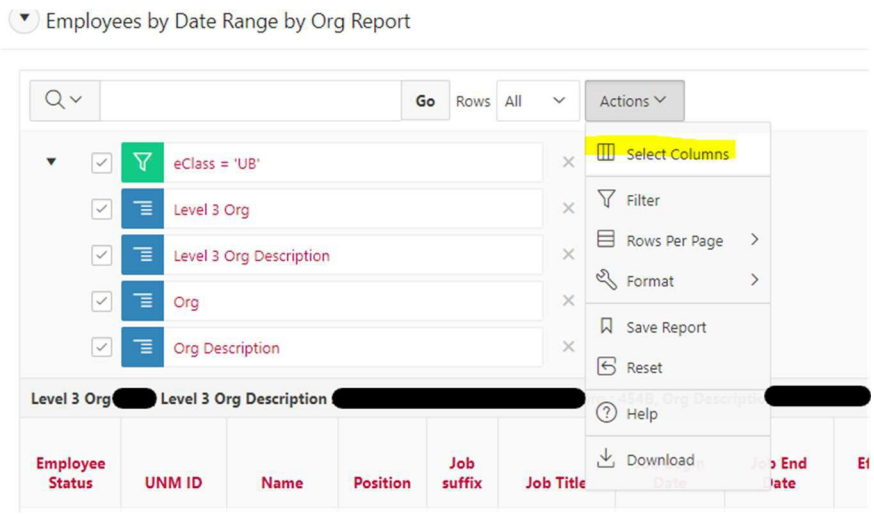
Access to academic records for HR processes is a FERPA violation. Student schedules, grades, graduation dates, and any other academic information needed for hiring must be submitted by the student to the hiring supervisor for review. Requests for access to the student records will be disapproved.

3	**Select Employees by Date Range located on the left hand side of the window** 	
4	**Under "Select Criteria": "Select by Level 3 Org"** 	
5	**Select your Level 3 Org**	
6	**Select: Org(s)**	
7	**Begin Date: enter the begin date of your search**	Ex. 11/01/2027
8	**End Date: enter the end date of your search**	Ex. 05/15/2027
9	**Run Report**	

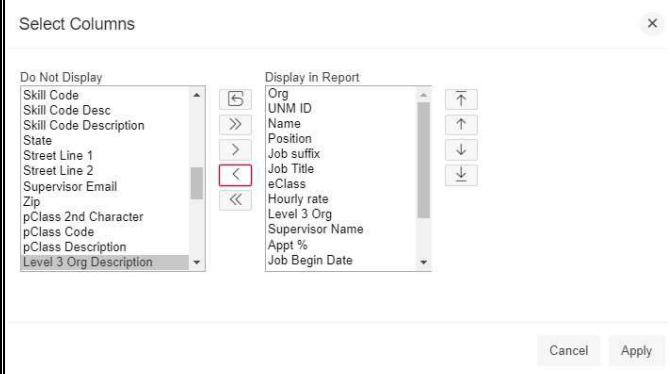
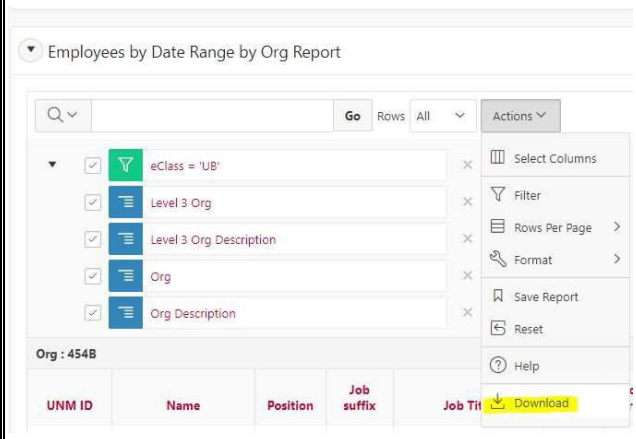
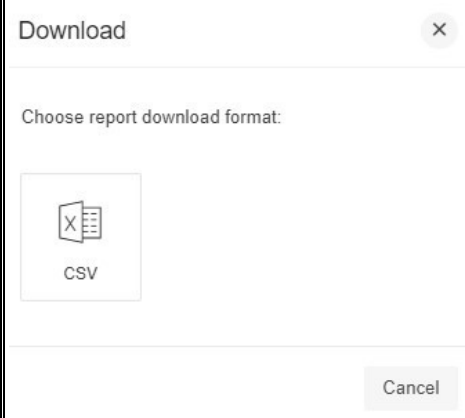
Access to academic records for HR processes is a FERPA violation. Student schedules, grades, graduation dates, and any other academic information needed for hiring must be submitted by the student to the hiring supervisor for review. Requests for access to the student records will be disapproved.

10	**Select Action and Filter** 	
11	**In the Filter (defaults to column), select the following:** • **Column: eClass** • **Operator: =** • **Expression: UB**  **Click Apply**	

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12	**Under Actions, select "Select Columns"** 	
13	**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**	
14	**Go to Actions, then Download** 	
15	**Click on Excel download Icon** 	
16	**Open downloaded file and you have a list of your student employees**	

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