

# Summer 2023 Student Employment Hiring Guidelines

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## **Student Employment Eligibility Requirements:**

- Students must be admitted in a degree granting college
- 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 3 credit hours) for the summer semester
- 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 3 credit hours) for the Summer semester **no later than May 5, 2023 @ 5pm**
  - 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 end on **May 12<sup>th</sup>**
  - 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#.
- 5) Submit completed EPANs to our office via email or secured online site ([stuemp@unm.edu](mailto:stuemp@unm.edu)) <https://stuemp.unm.edu/>

- 6) The priority date to submit extension EPAFs and Transfer EPANs for current student employees is **May 5th @ 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.**

**Summer 2023 Extension/Transfer Guidelines (Spring to Summer)**

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 <a href="https://stuemp.unm.edu/student-resources/forms-and-information.html">https://stuemp.unm.edu/student-resources/forms-and-information.html</a>				<b>End Date</b> (Check enrollment with your student) <b>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</b>				
Spring	Summer	Process	Effective start date	1 <sup>st</sup> Summer Session (no Fall)	2 <sup>nd</sup> Summer session only (No Fall)	Full Summer session only (No Fall)	Enrolled for summer (any session)  AND Fall	Not enrolled for summer; enrolled for fall
Federal WS (UF)	Federal WS (UF)	Extension EPAF	5/13/2023 <i>or day after end date on record</i>	7/1/2023	8/1/2023	8/1/2023	8/20/2023	Not eligible for summer work study. Can be transferred to Student Employment
State WS (US)	Federal WS (UF)	Transfer EPAN	5/13/2023 <i>or day after end date on record</i>	7/1/2023	8/1/2023	8/1/2023	8/20/2023	Not eligible for summer work study. Can be transferred to Student Employment
Federal WS (UF)	StuEmp (UB)	Transfer EPAN	5/13/2023 <i>or day after end date on record</i>	7/1/2023	8/1/2023	8/1/2023	8/20/2023	8/20/2023
StuEmp (UB)	Federal WS (UF)	Transfer EPAN	5/13/2023 <i>or day after end date on record</i>	7/1/2023	8/1/2023	8/1/2023	8/20/2023	Not eligible for summer work study. Can be transferred to Student Employment
StuEmp (UB) with 5/12/2023 end date	StuEmp (UB)	Extension EPAF	5/13/2023 <i>or day after end date on record</i>	7/1/2023	8/1/2023	8/1/2023	8/20/2023	8/20/2023

**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
- 2) Submit a Rehire EPAN for student employees who meet all of the following:
  - a. Must be enrolled at least half time (3 credit hours) for the Summer semester **no later than May 5, 2023 @ 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](mailto:stuemp@unm.edu)).
- 4) The priority date to submit Rehire EPANs for returning student employees is **May 5th @ 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 returning student employee may begin working for the summer. ***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<sup>nd</sup> and 3<sup>rd</sup> 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 under Department Resources titled [UNMJobs Requisition](#) and ensure to submit a complete requisition to reduce errors.

The priority date to submit requisitions is **May 5, 2023**. 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 summer start date.

#### **Hiring Requests**

The Student Employment Office sends notifications to student's email address as noted on their UNMJobs profile. Hiring managers are also copied on these email notifications.

- ❖ Students who need to complete an I-9 need to visit our office (in person) during our regular business hours (Monday – Friday 9am – 5pm)
- ❖ Students that need to submit FTE memos, Job Memos, etc., need to upload their documents to our secure upload site at <https://stuemp.unm.edu/> and clicking on “Upload Documents”
- ❖ “Authorization to Start Working” emails (*see example below*) 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 6/5/2023 in “Start Date” field for students being hired for the summer semester
  2. Please leave “Start Date” field blank for students who should be hired prior to the summer semester.
  3. Students should expect to spend at least 20 minutes completing documents while at the Student Employment Office.
  4. Documents for the I-9 form must be original and unexpired. A [list of acceptable documents](#) is available below.
  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 verify their W-4 form and complete direct deposit information, etc.
- 2) The priority date to submit hiring requests for UNMJobs student employees is **May 5, 2023 at 5 pm.**
  - 3) In order to begin working for summer, students must complete their required paperwork by May 12th.
  - 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 in the summer.
  - 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.

## **I-9 Email Example**

Hello,

We hope you are doing well! We have received a hiring request for you under a student employment position. We need to verify your employment eligibility status by having you complete an I-9 form on one of our computers at Student Employment. We are located in Mesa Vista Hall North – 1<sup>st</sup> floor, at the One Stop lobby. We are open Monday through Friday, 9a.m.-5p.m., walk-ins only.

Attached is a PDF providing you with a list of acceptable documents, required to complete your I-9. You will need to bring either one document from List A or a combination of two documents: one from List B and List C. We will need the original documents, not photos or copies.

Additionally, your onboarding tasks have been launched in UNMJobs. Please log in to your UNMJobs profile to complete them; they will be found in the Student Resources tab under the LOBOWeb tab. Let us know if you run into any issues.

Once you complete these requirements, we will be able to send you an authorization to work email with your official start date. You are not authorized to start working until you receive our authorization email.

Thank you,

Student Employment

(505) 277-3511

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**Applications and Offer Letters**

[Click Here to Sign your Offer Letter or Check the Status of your Applications.](#)

**Onboarding Tasks**

	Due Date
Launch: Acknowledgement - Policy	3/30/2020
Launch: Employee Demographic Form	3/30/2020

## **Two and Three Job Memo Request Email Example**

Hello,

We are writing to you today, regarding your new job position. Before we are able to give you an official start date, you will need to fill out the attached Two-Job Memo and upload it to our secure website at <http://stuemp.unm.edu/webform-document-upload.php>.

Because you have one other active position, we will need you to fill out this form indicating how many hours you will be working at your new position. The divided hours between your jobs will need to add up to either 28hrs for domestic students or 20hrs for international students.

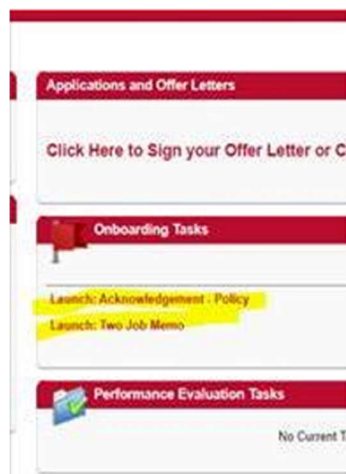
**Important Note: Please let Student Employment know when you've filled out and submitted the form above.**

Additionally, your onboarding tasks have been launched in UNMJobs. Please log into your UNMJobs profile to complete them; they will be found in the Student Resources tab under the LoboWeb tab. Let us know if you run into any issues.

Thank you,

Student Employment

(505) 277-3511



## **FTE Memo Request Email**

Hello,

We are writing to you regarding your new job position with Student Employment. Before we are able to give you an official start date, you will need to fill out the attached FTE Memo and upload it to our secure website at <http://stuemp.unm.edu/webform-document-upload.php>.

Because you have another active job position, we will need you to fill out this form indicating how many hours you will be working at your new position. The divided hours between your jobs will need to add up to either 28hrs for domestic students or 20hrs for international students.

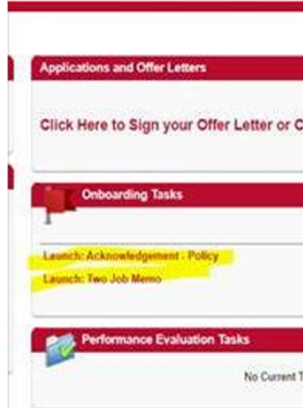
**Important Note: Please let Student Employment know when you've filled out and submitted the form above.**

Additionally, your onboarding tasks have been launched in UNMJobs. Please log into your UNMJobs profile to complete them; they will be found in the Student Resources tab under the LoboWeb tab. Let us know if you run into any issues.

Thank you,

Student Employment

(505) 277-3511





## Authorization to Start Working Letter Example

10/31/2019

Hello [REDACTED],

Congratulations! This letter is to confirm that the hiring request for the [REDACTED] position with the [REDACTED] department has been completed. You are authorized to begin working on [REDACTED]. Your probationary period for this position is two (2) months and ends on [REDACTED].

**Within five(5) business days after your authorized start date, go to the [myUNM portal](#) and login with your Net ID and password. [Add the Student Employee Tab](#) to your dashboard to access and/or update your information, complete your W-4, and set up your direct deposit through LoboWeb.**

Please review, update and/or complete the following information available under each of the following headers in your **Employee Tab**:

### **Personal Information**

- Addresses including phone numbers
- Emergency Contacts (update as needed)
- Race and Ethnicity Information
- Disability Self-Identification
- Veteran Classification and Self-Identification

### **Pay Information**

- Direct Deposit (must be completed on a UNM computer); [Direct Deposit FAQs](#)

### **Tax Forms**

- W4 Form (must be completed on a UNM computer) (*Failure to set up your W-4 in a timely manner will default to single with no allocations resulting in maximum deductions*); [W4 FAQs](#)

Be sure to read and become familiar with the information outlined in the [UNM Student Employment Handbook](#). Please contact [REDACTED] at [REDACTED] or [REDACTED] to complete any departmental paperwork and/or to arrange your work schedule.

Have a great semester!

Sincerely,

Student Employment Staff

**List of Acceptable Documents**

**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
		8. Native American tribal document		
		9. Driver's license issued by a Canadian government authority		
	<b>For persons under age 18 who are unable to present a document listed above:</b>			
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		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.

# Running HR Reports by Date Range

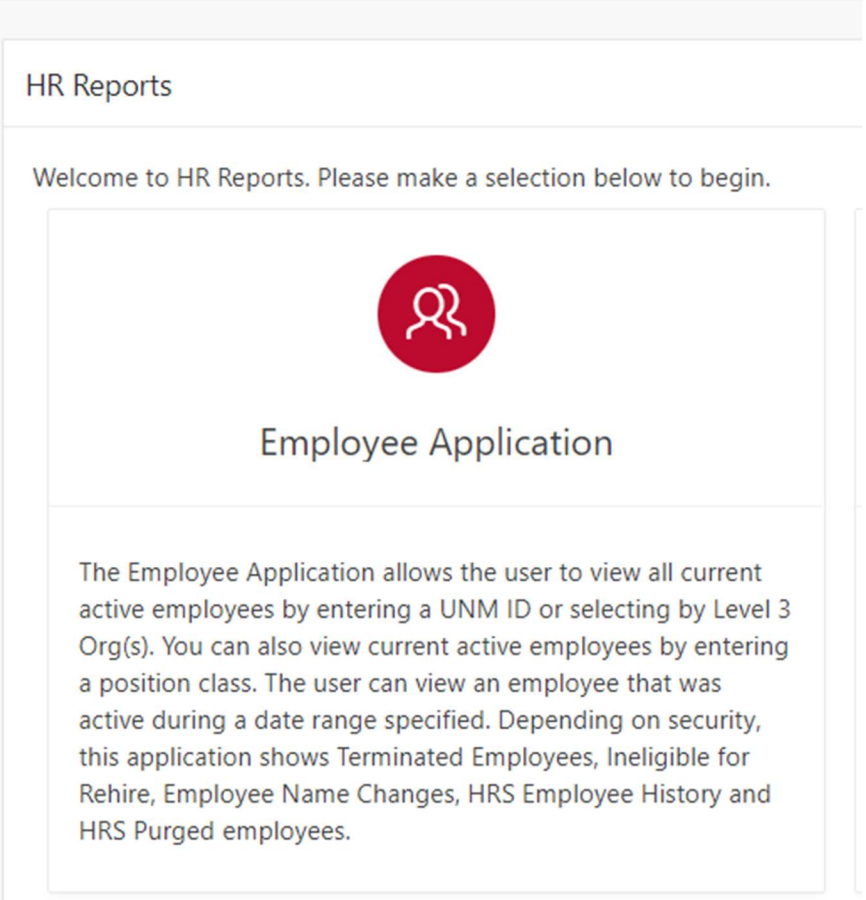
**Revision Date:** 11/01/2019  
**Responsible Department:** Student Employment Office

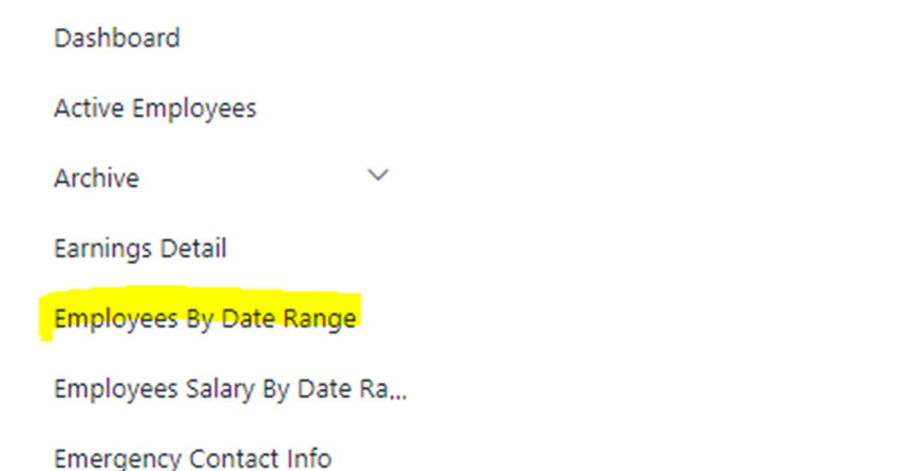
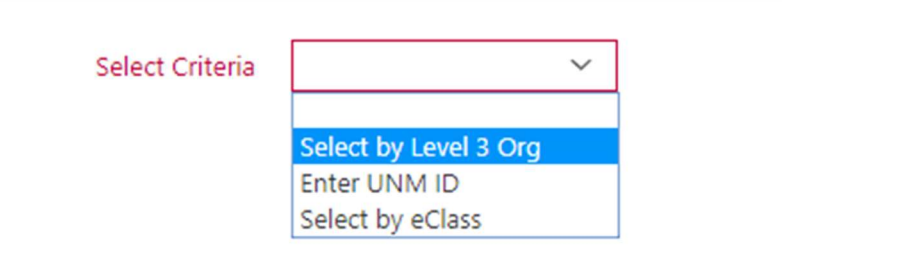
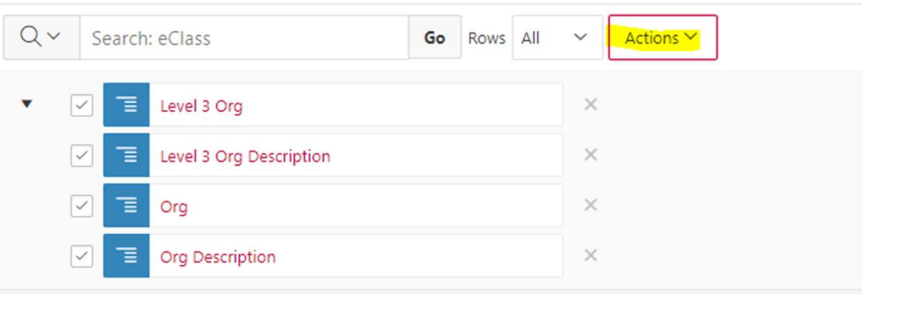
**Purpose**

This procedure explains the process of running HR Reports to see students employment information.

**Available to**

Supervisors, hiring managers, department administration

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

3	<p>Select Employees by Date Range located on the left hand side of the window</p>	 <p>Dashboard</p> <p>Active Employees</p> <p>Archive <span>▼</span></p> <p>Earnings Detail</p> <p><b>Employees By Date Range</b></p> <p>Employees Salary By Date Ra...</p> <p>Emergency Contact Info</p>
4	<p>Under “Select Criteria”: “Select by Level 3 Org”</p>	 <p>Select Criteria <span>▼</span></p> <p>Select by Level 3 Org</p> <p>Enter UNM ID</p> <p>Select by eClass</p>
5	<p>Select your Level 3 Org</p>	
6	<p>Select: Org(s)</p>	
7	<p>Begin Date: enter the begin date of your search</p>	<p>Ex. 11/01/2019</p>
8	<p>End Date: enter the end date of your search</p>	<p>Ex. 05/15/2020</p>
9	<p>Run Report</p>	
10	<p>Select Action and Filter</p>	 <p>Search: eClass <span>Go</span> Rows All <span>▼</span> <b>Actions</b> <span>▼</span></p> <p> <input checked="" type="checkbox"/> <span>Level 3 Org</span> <span>×</span>  <input checked="" type="checkbox"/> <span>Level 3 Org Description</span> <span>×</span>  <input checked="" type="checkbox"/> <span>Org</span> <span>×</span>  <input checked="" type="checkbox"/> <span>Org Description</span> <span>×</span> </p>

Parameters

Begin Date:  
01-Nov-19

Employees by Date Range by Org Report

Search: eClass

- Level 3 Org
- Level 3 Org Description
- Org
- Org Description

**11**

**In the Filter (defaults to column), select the following:**

- **Column:** eClass
- **Operator:** =
- **Expression:** UB

**Click Apply**

Filter

Filter Type  Column  Row

Column: eClass Operator: = Expression: UB

**12**

**Under Actions, select "Select Columns"**

Employees by Date Range by Org Report

Search:

- eClass = 'UB'
- Level 3 Org
- Level 3 Org Description
- Org
- Org Description

Level 3 Org Level 3 Org Description

Employee Status	UNM ID	Name	Position	Job suffix	Job Title	Job End Date	E
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13

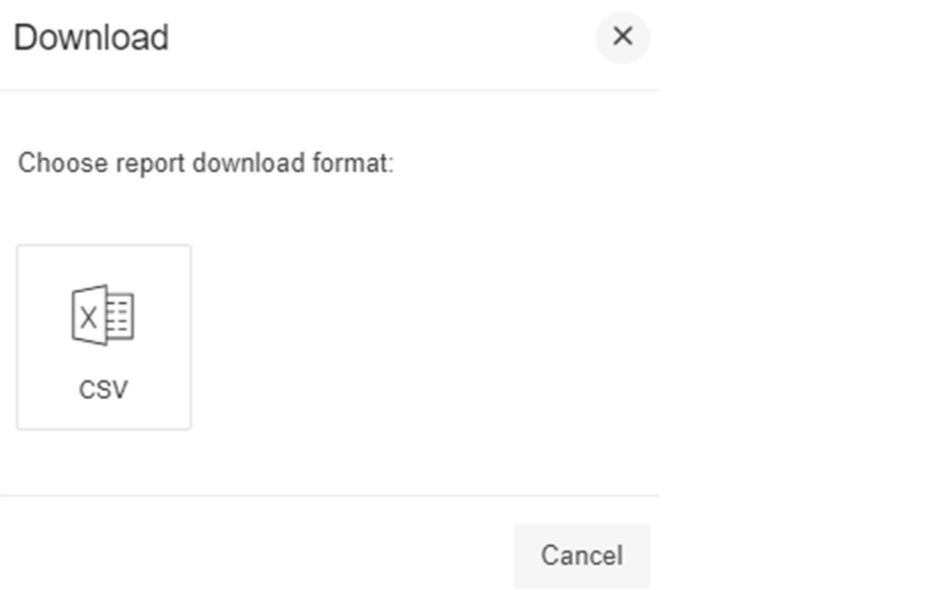
**Under “Display in Report”, keep the following (this is the order we use, but you can put them in any order):**

- 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**

**Click Apply**

14

**Go to Actions then Download**

15	<b>Click on Excel download Icon</b>	
16	<b>Open downloaded file</b>	