Steps for Hiring a New Student Employee

1. Post the position on LionJobs for at least seven days
2. Review Resumes
3. If hiring for a FWS position, send names of top candidates to srsmith3@una.edu to verify eligibility
4. Notify appropriate applicants through LionJobs that they are no longer being considered
5. Interview top candidates
6. Make an job offer to top candidate
7. Once the job is accepted, notify interviewed candidates that the position has been filled
8. If the student has never worked on campus before, he/she will need to complete new hire paperwork and provide the following items between Monday through Friday 8:00am – 4:30pm.

Student Instructions:
Please bring your Photo ID (Driver License or Student ID) AND Social Security Card or Birth Certificate, recommended. Only one photo ID will be accepted. Copies cannot be accepted. Other items listed on the back of I-9 are acceptable. You will also need to bring Direct Deposit information such as a voided check or a statement from your bank that indicates the routing number and account number.

9. Once the student has completed new hire paperwork, you will receive an email from HR that indicates the Query and Hire date.
10. Create an EPAF with the dates indicated in the email.
11. Once the Cost Center Head has approved the EPAF, the approval process will begin.
12. Students are not allowed to work until paperwork is completed and/or EPAF is approved.
13. Once the EPAF has been approved, the new hire will have access to his/her timesheet.

Steps for Rehires

1. The position does not need to be posted on LionJobs and the student will not need to complete any paperwork with HR unless tax exemptions or direct deposit info has changed.
2. Create an EPAF with corresponding query and hire dates.
3. Once the Cost Center Head has approved the EPAF, the approval process will begin.
4. The new hire should have a timesheet within seven days.

EPAF Termination date

1. FWS must reflect last day or month in May or last day before graduation
2. UWS can reflect the last day of July provided the student is not graduating

- As a reminder, all hourly student employees must be compensated for any training that takes place outside of the student's normal work schedule.
- Students must be compensated for any work that is performed; supervisors cannot allow student employees to volunteer their services.
- EPAFs must be submitted and approved no later than the 25th to be included on current payroll.