

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 and make a job offer to top candidate
6. Once the job is accepted, notify interviewed candidates that the position has been filled

If your student has not worked on campus before. Please use the Hire A New Student Employee link found on the Student Employment page <https://www.una.edu/humanresources/student-employment.html> to begin the hiring process.

- Please click the link, complete the fields and submit the form.
 - The student will receive an email with the electronic new hire forms.
 - Once the student completes the form, he/she will need to provide IDs for New Hire Paperwork between the hours of Monday through Friday 8:00am – 4:30pm.
 - HR will receive an electronic copy that is secure and password protected and the supervisor/EPAF originator will be notified by Stephanie Smith or Comfort Agyin-Birikorang to submit an EPAF.
7. Once the student has completed new hire paperwork, you will receive an email from HR that indicates the Query and Hire date.
 8. Create an EPAF with the dates indicated in the email.
 9. Once the Cost Center Head has approved the EPAF, the approval process will begin.
 10. Students are not allowed to work until paperwork is completed and/or EPAF is approved.
 11. 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 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.