

On-Campus Student Employment Hiring Checklist

- ✓ Obtain a position number from Alicia Hosch (x5604) if you do not have one.
- ✓ Complete the job description form.
- ✓ If you have not identified a student for your position, post the position on Charger Path (<https://uah-csm.symplicity.com/employers>).
- ✓ Be sure all students complete and sign the updated on-campus application and Drug – Free Form.
- ✓ Determine the student's academic eligibility (contact Career Services to confirm eligibility).
 - Students must meet UAH's Academic Action Threshold (minimum 1.9 GPA for freshmen and sophomores, 2.0 for juniors and seniors, 3.0 for grad students)
- ✓ Determine the number of other jobs the student holds on campus, if any, and ask for the number of scheduled hours with other departments.
- ✓ ** Students can work no more than 58 total hours each pay period**
 - This is a cumulative total. Regardless of the number of positions a student holds on campus, they cannot exceed 58 hours of work per pay period.
- ✓ Upon hiring, provide the student with a verbal offer. Let them know a written offer is contingent upon a successful background check. .
- ✓ Email the student's name, email address, your department and student classification to Cindy Backus to initiate the background check.
- ✓ Upon a successful background check, present the written job offer letter to the student, have the student sign.
- ✓ If the student has not worked on campus or if it has been longer than one year since the student worked on campus, send him/her to HR to complete the I-9 and to payroll to complete direct deposit and tax documents.
- ✓ Submit the drug-free form, job description and a copy of the offer letter to Human Resources.
- ✓ Enter your ePAF