

## On-Campus Student Employment Hiring Checklist

<http://www.uah.edu/career-services/hire/on-campus-hiring>

- ✓ Obtain a position number from Mark Massey (x5217) if you do not have one.
- ✓ Complete the [job description form](#) (available on website).
- ✓ 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](#) (available on website)
- ✓ Determine the student's academic eligibility.
  - It is suggested that student employees be enrolled full time (12 hours undergrad; 9 hours grad) however full time status is not required. It is required that the student be enrolled in classes during the semester in which they are working.
  - It is strongly suggested that student employees exceed UAH's Academic Action Threshold (AAT): 1.9 GPA for Freshmen & Sophomores, 2.0 for Juniors & Seniors and 3.0 for graduate students.
- You can ask the student to provide you with a current transcript or Christopher Smith (<mailto:christopher.c.smith@uah.edu> or x5439) can provide you with this information.
- ✓ Determine the number of other jobs the student holds on campus, if any, and ask for the number of scheduled hours with other departments.
- ✓ ***The maximum total number of hours a student can work on campus is 58 hours per pay period (29 hours/week). This total includes ALL positions held on campus.***
  - ***International Students can work a maximum of 20 hours per week during the fall and spring semesters; 29 hours per week during summer.***
- ✓ Upon hiring, provide the student with a verbal offer.
  - **Do not** issue a written offer until after a positive result has been received on the background check.
- ✓ Email the student's name, A number and email address to Ramona Ward & Kathy Mullins to initiate the background check. HR will notify you when the background check results have been received.
- ✓ Upon a successful background check, present the [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.
  - Please refer to our website to determine the [types of acceptable I-9 documents](#).
  - Students may complete the online version or the paper version of the I-9 prior to visiting HR.
- ✓ Submit the application, job description and a copy of the offer letter to Human Resources.
- ✓ Enter your ePAF once I-9 has been completed.
- ✓ **Students CANNOT begin work until completion of their I-9 and payroll information.**