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
- 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
- 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.
  - A student employee’s GPA may not 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 for them to 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.
  - A blank check is required to set-up direct deposit.
- 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.