On-Campus Student Employment Hiring Procedure

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

1. If necessary, contact Mark Massey (mark.massey@uah.edu or x5217) to have a position number created for the org/account to which the student wages should be charged. Please allow a one-business day turnaround.
2. Complete the job description form.
3. If you have not identified a student for your position, you may post the position on Charger Path (uah.joinhandshake.com). You can independently set-up interviews with applicants of interest according to mutual availability.
   a. If you do not already have a Charger Path account please create one here. Please use a uah.edu e-mail address when creating your account.
4. Determine the student's academic eligibility.
   a. You can ask the student to provide you with a current transcript or Christopher Smith (christopher.c.smith@uah.edu) can provide you with their eligibility status.
5. Determine the number of other jobs the student holds on campus, if any, and ask for the number of scheduled hours with other departments.

   a. ***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.***
      i. ***International Students can work a maximum of 20 hours per week during the fall and spring semesters; 29 hours per week during summer.***
6. Once a hiring decision is made, provide the student with a verbal offer.
   a. **Do not** issue a written offer until after a positive result is received on the background check.
7. Email the student's name, A number and email address to backgroundchecks@uah.edu to initiate the background check. In approximately 24 hours, a response will be received informing you that the background check has been initiated. HR will notify you again (usually in 3-5 days) when the background check results have been received.
8. Upon a successful background check, complete and present the job offer letter to the student for them to sign.
9. Be sure the student completes and signs the updated on-campus application.
10. 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.
    a. The hiring department can process the I-9 paperwork (print version, fillable online version (do not use with Chrome browser)) in lieu of sending the student to HR. It is the responsibility of the staff member to properly verify and certify the I-9 documents in this instance. Please see Instructions for Form I-9, Employment Eligibility Verification for additional instruction.

b. Please refer to our website to determine the [types of acceptable I-9 documents](#).
c. A blank check is required to set-up direct deposit.
d. **Students CANNOT begin work until completion of their I-9 and payroll information.**

11. Submit the application, job description and a copy of the offer letter to Human Resources (vonda.maclin@uah.edu & valerie.green@uah.edu).

12. Enter ePAF once I-9 has been completed. You can contact Vonda Maclin (x2282) or Valerie Green (2281) to determine I-9 date if necessary.