On-Campus Student Employment Hiring Procedure

1. If necessary, contact **Tammy Thornton** (tammy.thornton@uah.edu or **x2290**) 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 available on the VPSA webpage.

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 email 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 send a request to chargerstudentemployment@uah.edu for their current eligibility status. Any questions can be directed to the Office of Student Affairs, x4158.

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 per week)**. This total includes ALL positions held on campus.

    International Students are permitted to work a maximum of 20 hours per week while classes are in session and full-time during holidays or school vacation periods, provided the student intends to enroll full-time during the academic term following the vacation period. This 20-hour total includes hours spent working on an assistantship. For example, a one-third time assistantship is equivalent to 13 hours of work; therefore, the student can work a maximum of 7 additional hours on campus to total 20 hours. Once a hiring decision is made, provide the student with a verbal offer.

6. Effective November 4, 2021, departments should use the new Google Background Check Request Form for all faculty and student employee background check requests. (New staff hires will continue to receive background checks as part of the automated **PageUp** system hiring process and do not require use of this Google form.)

7. Upon a successful background check, complete and present the job offer letter to the student for them to sign.

8. Be sure the student completes and signs the updated on-campus application.

9. If the student has not worked on campus or if it has been longer than one year since the student worked on campus, the student will need a W-4.

a. **NEW I-9 FORM AUTOMATION** –. New student employees will receive notification to complete their I-9 form from Risk Mitigation immediately following a cleared background check.

Please note, newly hired faculty, staff, and student employees are still required to report to the HR Reception area within the Shelbie King Hall Lobby (188 Sparkman Drive), to submit <u>original, unexpired</u> documents that verify their
1. *proof of identity and*
2. *U.S. work eligibility, <u>prior to or on</u> their first day of employment.*

Effective 9/5/2008, UAH began a mandatory direct deposit policy. Please click here for a link to the form.

d. Students cannot begin work until completion of their I-9 and payroll information.

10. Submit the application, job description and a copy of the offer letter to Human Resources: epafdocuments@uah.edu .

a. Students can find additional HR forms here.

11. Enter ePAF once I-9 has been completed.