On-Campus Student Employment Hiring Procedure

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 interview 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 Sandi Wise in the office of Student Affairs, x5715.

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.

6. Please share with the prospective employee:

   In compliance with Executive Order 14042 and the Safer Federal Workforce Task Force COVID-19 Workplace Safety: Guidance for Federal Contractors and Subcontractors (the “Executive Order and Guidance”), all UAH employees (including student employees) must be fully vaccinated for COVID 19, unless approved for a medical, disability, or religious exemption. According to the Centers for Disease Control and Prevention, individuals are considered fully vaccinated two weeks after their last required COVID-19 dose.

   To verify compliance with the Executive Order and Guidance, please provide acceptable proof of your vaccination status to the UAH Health Services by the Friday before your first day of employment. You may upload your proof of vaccination to https://uahportal.pointnclick.com/ or email it to shc@uah.edu. New hires may also request an appointment to be vaccinated at Health Services via the portal or by calling 256.824.2400. To request a medical, disability, or religious exemption, please complete the appropriate form at https://www.uah.edu/hr.
Employee Update: Federal Order Requires COVID-19 Vaccination for University Employees

FAQs for Vaccine Mandate

Medical Accommodation Form

Religious Accommodation Form

7. Once a hiring decision is made, provide the student with a verbal offer.

8. 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.)

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

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

11. 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 an W-9.

   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 original, unexpired documents that verify their
   1) proof of identity and
   2) U.S. work eligibility, prior to or on 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.

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

   a. Students are also required to complete the forms found [here](#).

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

    The EPAF will not be approved until the required vaccination protocols are complete.