

# STUDENT EMPLOYMENT HIRING PROCESS

1. Post Your Position
2. Interview and Select Students
3. Determine Status and Verify Enrollment
4. Complete Paperwork/EPAF

## 1. Post Your Position/Recruit Student Worker

- Go to [www.hire.auburn.edu](http://www.hire.auburn.edu)
- Log-in to existing Tiger Recruiting Link account or Create a new account
- Post your job in Tiger Recruiting Link for a minimum of three (3) business days

Excerpted from the Auburn University Personnel Policies and Procedures at [http://www.auburn.edu/administration/human\\_resources/manual/sect02.htm](http://www.auburn.edu/administration/human_resources/manual/sect02.htm):

- **2.4.1 Background** - The recruitment and selection of new hire and promotions of current employees are subject to a number of public laws, agency guidelines, and executive orders applicable to employers in general. The University is subject to additional directives applicable to organizations doing business with a Federal agency as a contractor or grant recipient. The University is committed to developing, maintaining, and following action-oriented programs designed to provide equal opportunity for employment and promotion throughout our University system. University policies and procedures are established to comply with Federal and State laws, guidelines, and directives regarding employment.
- **2.15.2 Campus Only Recruitment** - If recruitment for a position vacancy is limited to eligible Auburn University employees, the vacancy will be posted for a minimum of five working days.

Please post **ALL** student employment jobs on **Tiger Recruiting Link website** located at [www.hire.auburn.edu](http://www.hire.auburn.edu).

## 2. Interview and Select Students

- Select students to interview. There is no minimum requirement for the number of students you interview. Use Tiger Recruiting Link to batch email applicants who were not selected notifying them that the position is filled.

## 3. Determine Hiring Status & Verify Enrollment

- Determine the student's hiring status by completing a Hiring Request at [www.hire.auburn.edu](http://www.hire.auburn.edu)
- If you have access to Banner Admin and the PEAEMPLE and NBAJobs screens you can determine status
- Verify that the student is either enrolled for the current semester or for both the semester before and after the current semester.

## 4. Complete Paperwork/EPAF

- Complete necessary paperwork and send to the Human Resources Records Office in 356 Foy Hall (for ST—Student Employment positions) or the Student Financial Services Office in 203 Mary Martin Hall (for WA—Work Study positions). (see full instructions on page 2)
- If an EPAF is required, complete in Banner
- Complete all paperwork and submit for processing either before the start date or on the start date. Do not delay processing paperwork.

# STUDENT EMPLOYMENT PAPERWORK CHECKLIST

**ST positions:** Send completed paperwork (New Hire and Re-Hire Separated) to Human Resources Records Office, 356 Foy.

**WA (Work Study) positions:** Send completed paperwork (New Hire and Re-Hire Separated) to Student Financial Services, 203 Mary Martin Hall.

Check the [Human Resources webpage](#) for updated versions of the forms listed below.

Forms	New Hire	Re-Hire Separated	Re-Hire Active	Currently Employed	Description
<b>Bi-Weekly Paid Student Authorization Form</b>	X	X			
<b>Copy of Student's Schedule</b>	X	X			Attach a copy of student's current schedule or previous and next semester's schedule to verify eligibility.
<b>Personal Data Form</b>	X	X			Serves as an information sheet on the student employee. Any new job appointment requires a new Personal Data Form.
<b>A-4 Form</b>	X	X			Alabama Employee's Withholding Exemption Certificate
<b>I-9 Form &amp; supporting Documents</b>	X	X			This form is used to verify that new employees, whether U.S. citizens or resident aliens, are eligible for employment. See I-9 instructions for required supporting documents.
<b>W-4 Form</b>	X	X			Unless a student wants to make changes, this form is only required of New Hire and Re-Hire Separated employees. This form indicates the employee's tax exemption choice.
<b>Direct Deposit Information</b>	X	X			All student employees must enter and/or change their Direct Deposit information for Payroll. Once the student employment paperwork is entered into Banner, an "Employee" tab will appear in the student's AU Access account. Students will then enter their information via the Self-Service Banner. Unless a student wants to make changes, this form is only required of New Hire and Re-Hire Separated employees.
<b>Electronic Personnel Action Form (EPAF)</b>			X	X	Student may begin working ONLY after this form is submitted and approved. This form is available via Self-Service Banner in AU Access.
<b>International Students must go to the Office of International Programs.</b>					International students must also complete the <b>Alien Employment Form</b> . These forms are available in the Office of International Programs.