Student Employment Hiring Process

Step 1:
Recruitment/Selection of Student Worker:

Excerpted from the Auburn University Personnel Policies and Procedures at http://www.auburn.edu/administration/human_resources/manual/sect02.htm:

> 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.

> ***ALL STUDENT EMPLOYMENT POSITIONS MUST BE POSTED ON THE PART-TIME JOB WEBSITE*** located at www.jobs.auburn.edu.

Step 2:
Determine if the Student is enrolled in Auburn University classes.

Option 1:
Ask student to provide a copy of their current class schedule. If they are not enrolled this semester, ask for a copy of last semester's class schedule.

Option 2:
1. Log-in to AU Access.
   a. Click on the Employee Services tab.
   b. Scroll down to the Student Schedule Quick Links.
   c. Click on "View/Print Student Schedules."

2. Determining if a student that does not currently have a schedule can or cannot work:
   a. Click on "Select Term" to ensure that you are looking at the semester in which you are hiring the student to work (i.e. If you are hiring for Fall 2008, you will need to look at the Fall 2008 schedule). Change to the term you need and hit "Submit."
   b. On the next screen, click on "View Student Schedule."
   c. Enter the student's Banner Id # in the "Student or Advisee ID:" box.
   d. Verify the student's name and hit Submit.
   e. **If a schedule appears, continue to Step 3.**
   f. If a schedule does not appear, hit the "Back" button until you get back to the screen that allows you to "Select Term."
   g. Click on "Select Term" and change it to the semester before the semester you are trying to hire the student to work (i.e. If you are hiring for Fall 2008, you will need to look at Summer 2008 schedule). Hit "Submit" once you have chosen the previous semester.
   h. On the next screen, click on "View Student Schedule." You may not have to enter the Banner ID again.
   i. If a schedule appears for that semester, continue to Step 3.
   j. If a schedule does not appear, the student is not eligible to work as a student employee and MUST go through TES to work in your department. You will need to contact TES.

Determine the Hiring Status of Student:

1. Determine the hiring status of the student by reviewing the PEAEMPL screen in Banner Admin.
    a. Type in the Banner Id# and click "Next Block."
    b. Review the Employee Status and note the status. It should state "Active" or "Terminated."
    c. Review the Home Department, Check Distribution, and District or Division. Does this have information in it?
    d. Review the Last Work Date and note if it is blank or filled in.

    Scenarios:
    Scenario # 1:
    - The Employee Status is "Active."
    - The Home Department, Check Distribution, and District or Division are entered.
    - The Last Work Date is blank.
    - The number of hours the student can work will need to be determined (see the section below) and an ePAF will need to be completed.
    - ePAFs are done through Banner.

    Scenario # 2:
    - The Employee Status is "Active."
    - The Home Department, Check Distribution, and District or Division are blank.
    - The Last Work Date is blank.
    - The student is a new hire and will need to fill out all paperwork.
    - The paperwork should be sent to Student Employment, 303 Mary Martin Hall.

    Scenario # 3:
    - The Employee Status is "Terminated."
    - The Home Department, Check Distribution, and District or Division are entered.
    - The Last Work Date is filled.
    - The student will need to be treated as a new hire and will need to fill out all paperwork.
    - The paperwork should be sent to Student Employment, 303 Mary Martin Hall.

Step 4:
Determine the Number of Hours the Student Can Work:

❖ **Regular Undergraduate Student Employees (not International, Work Study, or Assistantships) can work _up to 30 hours per week for all total jobs_ and _up to 40 hours per week for all total jobs during a semester break_.**

- A student that is considered a new hire or has been terminated as an employee will need to fill out all hiring paperwork and can work up to 30 hours per week.
- A student that currently holds one position or more cannot work more than 30 hours per week _for all total jobs_ which equates to .75 FTE.
- View the NBAJOBS screen in Banner Admin.
- Click on the arrow beside the Position box.
- A screen will appear. Click on "List of all employees jobs (NBIJLST).
- NBIJLST screen in Banner Admin will list all current positions the student is holding (note: current jobs will have a Begin Date entered and the End Date field will be blank).
- If you are unable to see any positions, click on the roll back button and type 102005 in the date box then press enter.
- Double click on the Position box and the NBAJOBS screen will open.
- Click "Next Block" to see the Job FTE for that position (note: the student may hold more than one position). Be sure to write this number down.
- If the student holds multiple current positions, go back to NBIJLST and repeat these instructions. You will need to add all of the FTEs to determine if the student can work an additional position.
- When you have determined the students current FTE, you will need to subtract the current FTE from .75 to get the number of hours the student can work in your position.

  Example:

  NBIJLST shows two positions

Position	Suffix
ST 5???	00
ST 5X??	00

  NBAJOBS shows

Position	Suffix	Job FTE
ST 5???	00	.25
ST 5X??	00	.35

  The Student's Current FTE is .60 (.25 + .35 = .60)
  Therefore the student cannot work more than an FTE of .15 (.75 - .60 = .15) in the position for which you are hiring that individual.

  .15 FTE equals 6 hours (.15 * 40 = 6)

FTE Conversion Chart

FTE (Full-Time Equivalent)	# of Hours
1	40
.75	30
.50	20
.25	10

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(not International, Work Study, or Assistantships) can work
up to 30 hours per week for all total jobs and
up to 40 hours per week for all total jobs during a semester break.**

<u>*Step 5:*</u>

Hire the student and fill out appropriate paperwork/ePAF based on the above information.

*All New Hire and Re-Hire Separated Paperwork should be sent to
Student Employment, 303 Mary Martin Hall.*

ePAFs are done electronically through AU Access.

Forms Required for Hiring

Forms	New Hire	Re-Hire Separated	Re-Hire Active	Currently Employed	Description
Bi-Weekly Paid Student Authorization Form	X	X			
Electronic Personnel Action Form *Appendix D*			X	X	PAF: Student may begin working ONLY when this form is available.
Personal Data Form *Appendix E*	X	X			PDF: Serves simply as an information sheet on the student worker and is updated on a yearly basis. Any new job appointment also requires new PDF. You must supply HR with a current mailing address.
A-4 Form *Appendix F*	X	X			Alabama Employee's Withholding Exemption Certificate
I-9 Form & supporting Documents *Appendix G*	X	X			This form is only required of first-time, on-campus employees. This form is used to verify that new employees, whether U.S. citizens or resident aliens, are eligible for employment. See back of I-9 for required supporting documents.
W-4 Form *Appendix H*	X	X			Unless a student wants to make changes, this form is only required of first-time, on-campus employees. This form indicates the employee's tax exemption choice.
Direct Deposit Form	X	X			Must be printed on light blue paper. Note: All AU employees must now use direct deposit. Direct questions to Ruth Olsen at 844.4183.
Soc. Sec. Card	X	X			University policy requires that you see an original, signed social security card, regardless of I-9 supporting documents presented. The copy goes to SE with the student's hiring paperwork.
International Students must go to OIE.					International students must also supply the **Alien Employment Form** obtained from the Office of International Education.

All New Hire and Re-Hire Separated Paperwork should be sent to