

DETERMINE STUDENT EMPLOYEE HIRING STATUS

1. Verify Enrollment

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:

- Log-in to AU Access.
 - Click on the Employee Services tab.
 - Scroll down to the Student Schedule Quick Links.
 - Click on "View/Print Student Schedules."
- Determining if a student that does not currently have a schedule can or cannot work:
 - 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 2013, you will need to look at the Fall 2013 schedule). Change to the term you need and hit "Submit."
 - On the next screen, click on "View Student Schedule."
 - Enter the student's Banner Id # in the "Student or Advisee ID:" box.
 - Verify the student's name and hit Submit.
 - **If a schedule appears, continue to Step 2.**
 - If a schedule does not appear, hit the "Back" button until you get back to the screen that allows you to "Select Term."
 - 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 2013, you will need to look at Summer 2013 schedule). Hit "Submit" once you have chosen the previous semester.
 - On the next screen, click on "View Student Schedule." You may not have to enter the Banner ID again.
 - If a schedule appears for that semester, continue to Step 3.
 - 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.

2. Determine Hiring Status

- Determine the hiring status of the student by reviewing the PEAEMPL screen in Banner Admin.
 - Type in the Banner Id# and click "Next Block."
 - Review the Employee Status and note the status. It should state "Active" or "Terminated."
 - Review the Home Department, Check Distribution, and District or Division. Does this have information in it?
 - 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 Human Resources Records Office, 356 Foy 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 the Human Resources Records Office, 356 Foy Hall.

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
Bi-Weekly Paid Student Authorization Form	X	X			
Copy of Student's Schedule	X	X			Attach a copy of student's current schedule or previous and next semester's schedule to verify eligibility.
Personal Data Form	X	X			Serves as an information sheet on the student employee. Any new job appointment requires a new Personal Data Form.
A-4 Form	X	X			Alabama Employee's Withholding Exemption Certificate
I-9 Form & supporting Documents	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.
W-4 Form	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.
Direct Deposit Information	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.
Electronic Personnel Action Form (EPAF)			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.
International Students must go to the Office of International Programs.					International students must also complete the Alien Employment Form . These forms are available in the Office of International Programs.



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7/24/13