On-Campus Student Employment Hiring Procedure

1. If necessary, contact Tammy Thornton x2290 (tammy.thornton@uah.edu) 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 interviews with applicants of interest according to mutual availability. If you do not already have a Charger Path account please create one [here](#). Please use a uah.edu e-mail address when creating your account.
4. Determine the student's academic eligibility. You can ask the student to provide you with a current transcript or you may email [chargerstudentemployment@uah.edu](#) to verify their eligibility.
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.
   The total number of hours a student can work on campus is 58 hours per pay period (29 hours/week). This total includes ALL positions held on campus.
6. Once a hiring decision is made, provide the student with a verbal offer. A written offer cannot be issued until after a successful background check result has been received.
   If a student is currently employed by another on-campus entity at the time of hiring, a background check will not be necessary.
   Departments should submit the [Background Check Request Form](#) for all student employee background check requests.
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 a student has not previously worked at UAH or if it has been more than a year since their last on-campus job, the following actions are required:
   a. Background checks must be requested and returned with a satisfactory report.
   b. Form I-9 must be completed or reverified.
      i. HR will email new student employees to fill out Section 1 of the automated Form I-9 using Risk Mitigation.
      ii. **Prior to or on their first day of employment**, ALL newly hired employees are required to report to Human Resources to submit original, unexpired documents that verify their proof of identity and U.S. work eligibility. Photocopies of documents are unacceptable.
   c. Payroll forms must be submitted to Payroll Services. Returning student employees who have worked previously may submit updated tax forms if an update is needed.
   d. New Hire Forms may be downloaded from [www.uah.edu/hr/onboarding/new-hire-forms](#) and returned to Human Resources (Shelbie King Hall Room 102)
10. Submit the application, job description and a copy of the offer letter to Human Resources by uploading documents to the department's designated google drive folder. Questions related to ePAFs may be directed to [epafdocuments@uah.edu](#).
11. Enter ePAF once I-9 has been completed. You may contact hr@uah.edu to determine the I-9 date if necessary.
12. ePAF Deadline: Visit [https://www.uah.edu/hr/hris/epaf](#) for ePAF deadlines and other helpful information related to student employment.