THE
STUDENT EMPLOYEE
HIRING PROCESS

Human Resources Office
Bennion Building Rm 106
studentemployment@suu.edu
O V E R V I E W

Post job on T-Bird Campus Jobs

Complete New Hire Checklist

Complete Payroll Action Form/EPAAF

Conduct Interviews/Hire

Send New Hires to HR

Training & Development
SUBMITTING A STUDENT JOB
Volunteer for Stage 1 of the 2018 Tour of Utah

America’s Toughest Stage is coming back to Cedar City Tuesday, August 7th! Volunteer for Stage 1 of the 2018 Tour of Utah & secure your front row seat to all the action.

Sign Up to Volunteer
• Post for at least 3 business day
• Wage starts at $7.25/hr
• Hours: 20 school session / 40 summer or breaks
C A M P U S  J O B S  F O R  T - B I R D S

You may hire as many students with the posting (6 month limit)

Applications submitted online & emailed for review

Receive an email from HR with Job posting # and Hiring Checklist
CONDUCTING INTERVIEWS

• You may hire as many students with the posting

• Not required to inform unsuccessful applicants of their status

• Best practice is to call those you have interviewed to let them know of their status
Once you hired an employee, use new hire checklist to give to the employee and send them to HR

Hiring Checklist:

Employee: ___________________________________________ Job Start Date: ____________________________
Job Title: ___________________________________________ Job Posting #: ________________________________
Supervisor: _________________________________________

Type of position (check one):  □ Work Study  □ Regular Student  □ Facilities  □ Adjunct  □ Hourly Non-Student

You have been recommended for a position with __________________________ department/office. Hiring is not final until you have provided the necessary ID and completed the necessary paper work:

□ Bring this form to human resources (Administration Building, 106) and fill out the I-9, W-4, and top section of the Student Payroll Action Request form (if required).
  ○ You will need 2 forms of identification. These forms must be original documents. The most common forms of ID for a U.S. Citizen are one of the following combinations:
    1. Unexpired passport OR
    2. Unexpired driver’s license AND Social Security Card OR
    3. Unexpired driver’s license AND Original certified birth certificate issued by a state or county governments

□ Bring your Student Payroll Action Request Form/Hiring slip to __________________________ located in __________________________ once your paperwork is complete.

□ Your supervisor will call you when all paperwork has been processed to schedule your first day of training or work.

All of your paperwork must be completed before you may start work.
• Per policy, an employee must complete all paperwork with HR before starting work.

• Process:
  • Employee completes HR paperwork
  • Gets E-Verified (authorization to work in U.S)
  • Supervisor submits PAF / EPAF
  • Gets set up in the system by Tayia or Emilie
  • Paperwork gets set up in Payroll
  • After this, employee should be able to access timesheet
Submit Payroll Action Form (PAF/EPAF)

Payroll Action Form
- First time employees
- Form will be emailed when employee completes paperwork

Electronic Payroll Action Form
- Returning employees/currently active employees
- Receive an email from HR w/ employees name, T# and start date
INTERNATIONAL STUDENTS

1. Visit Jamie Orton (International Affairs)
   *All employees are required to have a SSN

2. Once SSN is assigned, employee will complete paperwork with HR

*** Employee cannot work until they have received work authorization from HR ****
TRAINING & DEVELOPMENT

- Title IX training (Required)
- Sexual Harassment (Required)
- FERPA
- Accessible through HR Website
• 6+ credits – Hourly Student
• Hourly employees are limited to two active positions on campus
• Min. Wage $7.25. Over $14.50 needs VP
• 20 hours per week during fall/spring semesters
• 40 hours per week during summer/breaks