

## Hiring Student Hourly and Student Salaried Employees

Use the following instructions when hiring a student hourly or student salary employee:

**NOTE: International Students must be hired through Human Resources. Work-Study positions must be hired through Financial Aid. DO NOT complete an EPAF for these students.**

1. Complete Part A: Employment Information on the UNC Student Hourly/Student Salary Work Authorization form.
2. Supervisor and FOAP authority sign to approve the hire and funds. **Note:** This may be the same person if the Supervisor has FOAP authority also.
3. Student reads and signs the UNC Student Hourly/Student Salary Work Authorization form. **Note:** We have included the minimum credits required in which a student must be enrolled to avoid having Medicare and Student Retirement deducted. It is a requirement that we take these deductions if the student falls below the minimum in the semester worked. The system checks this each payroll.
4. **A) If Student is a new employee or has not been employed for 6 months:**
  - a) Student also completes the I-9, W-4, Direct Deposit Authorization, and PDID forms.
  - b) Department completes employer sections on the I-9; Copies the documents presented to verify eligibility to work in the US; Completes the Colorado Verification form; and Completes the employer section on the PDID.
  - c) Proceed with the EPAF process as usual. **Note:** Enter the EPAF into the Banner system before or on the date of hire if possible, otherwise you may miss the deadline to get the student paid. **Continue to step #5.**

**B) If Student is a rehire or has already had a job on campus:**

  - a) You can verify that the student is active by doing a query in PEAEMPL. If the student employee has an active status, then proceed with the EPAF process. **Note:** Enter the EPAF into the Banner system before or on the date of hire if possible, otherwise you may miss the deadline to get the student paid. **Continue to step #6.**
  - b) If a warning screen stating the employee has been terminated appears in PEAEMPL, then HRS will have to reactivate the terminated student record. Contact George Bielinski in Human Resource Services (HRS) at 351-2718 to have the termination date removed in PEAEMPL before submitting the EPAF. Failure to do so will cause the EPAF to hang up in the system and delay the hire. *After contacting HR, **Go back to step #4A*** and continue that step.
5. Complete Part C: Documents Completed section of the UNC Student Hourly/Student Salary Work Authorization form. Submit the I-9, Copy of verified documents, Colorado Verification form, W-4 and Direct Deposit Authorization forms to HRS on that day either via carrier or campus mail to Carter Hall, Room 2002 – Campus Box 54. HRS must receive the documents within **2 days** of date of hire. Fax the PDID form to Information Technology at 351-1354. **Note:** Student employees need to complete the PDID form even if they do not need access to Banner - this is the only way they can view their pay advices.  
**Note:** When completing the I-9, remember to enter date of hire in the Certification area. Date of hire is the actual first day of work. Failure to complete the I-9 and Colorado Verification form correctly can cause compliance fines to be levied against the University. If you have questions on how to correctly complete the I-9, contact HRS at 351-2718 and we will be happy to walk you through the process.
6. File the Student Work Authorization forms in your department for 2 years. HRS may request copies of your work authorizations to verify the information on the form matches the information entered into the EPAF system in compliance with audit standards.