

Hiring Checklist - Student

Requisition Process (If Needed)

1. Department to complete:
 - ☐ Student and Temp Casual Job Posting Request form
2. After form is complete:
 - ☐ Forward the the request to Auxpay@umn.edu. Job description must be in Word.
3. Aux Payroll will post the job and notify the department when posted. AuxPay will give view access of the posting to individuals identified on the request form.

Selection Process

1. Interview students
2. Verify enrollment

Hiring Process

Student:

1. Student to fill out Section 1 of the Student Employment Form.
 2. Department to complete the remainder of the Student Employment Form.
 3. Student and department to complete the New Student Hire/Informational Letter. A copy should be given to the student and a copy should be sent to AuxPay (see number 4 below).
 4. Both the Student Employment Form and the New Student Hire/Informational Letter MUST be sent to AuxPay at least 24 hours BEFORE the Hire Date/I9 Completion Date listed on the Student Employment Form. The Hire Date/I9 completion date must be consistent in the following places:
 - a. New Student Hire/Informational Letter
 - b. Student Employment Form
 - c. I9 Express start date (Section 1 - to be completed by student)
- *Sending to AuxPay triggers AuxPay to hire the student worker into Kronos and PeopleSoft
- a. An I9 CAN NOT be completed until the student worker is in PeopleSoft
5. Once AuxPay receives and processes the new student hire, AuxPay will email department that the hire is complete and to proceed with the I9. If the new hire has an active I9 on file, AuxPay will inform the department that the student worker does not need to complete a new I9.
 - a. If the student is a citizen, Section 1 of the I9 must be completed by the student ON or BEFORE the Hire Date/I9 Completion Date. Section 2 must be completed by the department ON or BEFORE the Hire Date/I9 Completion Date.
 - i. If the I9 is not completed (both Sections 1 and 2) on the Hire Date/I9 Completion Date, the student MAY NOT work.
 - ii. If the I9 is not complete within 3 days of the Hire Date/I9 Completion Date, AuxPay will automatically terminate the student record in Kronos and PeopleSoft. In order for the student to work, the entire hiring process must be re-started in order to hire the student.
 - b. If the student is a foreign national, the student should be given the International Student Verification Letter and Instruction Sheet and should follow the instructions to complete the I9.

- i. Foreign national student workers CAN NOT go to Donhowe before they are hired into PeopleSoft, but MUST get there ON or BEFORE the Hire Date/I9 Completion Date listed on all forms.
- ii. The student may not work until the yellow sheet has been returned to the department. A copy of the yellow sheet must be sent to AuxPay as soon as possible.

*If the student can not get their I9 done within the 3 days, you can email AuxPay to updated to start date. If this happens you must also be sure to update the start date in I9 Express.

Onboard

1. Follow departmental onboarding process on candidate's first day.
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Definitions

Hire Date/I9 Completion Date: This means the date that is put into PeopleSoft as their hire date. This is the date that is counted towards I9 compliance. This date does not need to be their interview date, orientation date or their start date, but it can be if it follows the procedural rules outlined above.

Start Date/First Day of Work: This should be the students actual first working day. This date is only listed for the students information and clarity and will not be used in the I9 or PeopleSoft systems.

Start Date in I9 Express Section 1: This must match the Hire Date/I9 Completion Date.

Reminders

- When a department is completing Section 2 of the I9, they should check that the student entered the correct date as their Start Date in Section 1. To be clear, this date should be the Hire Date/I9 Completion Date and NOT the students actual first day of work unless those two dates are the same.
- The department is responsible for uploading proper documentation into the I9 system. (Currently this is only the passport). Hard copies should NOT be kept or scanned and sent to OHR or AuxPay.

Helpful Reports

- In MyU Reporting Center: *I9 Needed*
 - Departments should be running this report based on ZDeptID. This report will be helpful in showing a students hire date (in PeopleSoft) and the Section 1 and 2 dues dates that need to be followed. If a department has a student show up on the report, the department should look in the I9 system to ensure that the I9 has been fully completed before calling AuxPay to report a problem.
- In the I9 Express System: Departments could be viewing the I9 Pending Completion section and could download this data into Excel. This information will show departments which students have completed Section 1 of the I9 but do not yet have Section 2 complete.