

Strategic Enrollment Management—Summary of Student Hire Process

Summary of student hire process:

1. Supervisor determines they would like to hire the student worker.
2. Supervisor (or designee) submits the background check request: [Criminal Background Check Request](#)
 - Applicant vnumber, email and first and last name are required information. Please list DeLaina Storhok as the AAC (Affirmative Action Coordinator). You may also list your designated finance team member as someone who may need to know the background check status.
3. Once background check is complete, Supervisor sends the employee to HR to complete their I-9 and other pre-employment processes.
4. The new employee should receive a work-authorization card from HR. This card states the earliest date the employee can start working.
 - The I-9 must be fully processed before the EPAF can be placed. As long as the I-9 is current with HR the employee can start working on that date. The I-9 usually takes about 2 days for HR to process (longer during peak hiring times such as the start of each semester).
5. Supervisor or designee submits an SEM EPAF Request ticket with as much information as they have available. This website has the direct link to the SEM EPAF request form:
<https://www.uidaho.edu/sem/sem-financial-services>
 - Vnumber
 - Name
 - Hourly wage
 - Is the background check completed?
 - Date the I-9 was completed (on the work auth. Card)
 - Date the employee will start work—this needs to be an accurate first day of work date.
 - Index the position will be paid out of
 - If a work-study, please submit the work-study PCN information from handshake.
 - Who is the supervisor?
 - Be sure to note anything that you think might be helpful for the EPAF process. Documents such as a copy of the work authorization card, etc. can be uploaded as well.
6. The Finance Team will submit the EPAF at the appropriate time.
 - Sometimes EPAF's have to wait a bit, depending upon the individual circumstance.

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- When the EPAF is submitted, the ticket will note the EPAF transaction number and will be updated to “Processing”.
 - When the EPAF is fully approved and applied in Banner, the Finance Team will take the steps to assign the supervisor.
 - When the supervisor is assigned, then the EPAF ticket will be “Closed” with a note indicating the supervisor has been assigned. Which means the timesheet is now available to the employee.
7. Once the EPAF has been submitted, the supervisor or designee can request the employee email be set-up. This email must go through an ITS ticket. Please do not reply to the SEM EPAF request ticket. Go to the ITS portal and start an ITS ticket.
- <https://support.uidaho.edu/TDClient/40/Portal/Home/?ID=ce1150c8-d7c4-43b1-b445-e632b41eb782>

Items to note:

- The new student employee is a returning employee, and you have the background check on file, this is sufficient for that step. Just place a note in the SEM EPAF request ticket.
- In the case of a returning student, all likelihood, the I-9 is still valid from the previous year. You can submit the SEM EPAF request ticket, note that this is a returning student employee, and request the Finance Team to check the I-9 status. If the I-9 is 3 years old and/or there has been a break in service, the I-9 will need to be updated with HR.
- The background check can take up to a week (or more) to fully process AFTER the student employee has submitted their information. There are many factors that affect the timing of the processing of the background check. Everything from the state the new employee lived in most recently to how much they have moved around, etc.
- The background check and I-9 processes may be completed early. For example, a student who will start in the fall, can do these processes before they leave in May.
- In general, students are appointed for the AY year (near the start of school in August through the last day of school in May. Students working over summer will need a new EPAF for that timeframe.
 - Work-study students may only work during fall/spring semester. They may not start the work-study appointment before the first day of the semester.

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The SEM EPAF request ticket system:

This is not connected to Banner. This is a ticket system similar to the ones that IT uses for their processes, or the ones used for SLATE requests. This ticket system is managed by SEM and is for SEM employees only. ITS does not have general access to the SEM EPAF tickets.

Four general status' you may see in your EPAF ticket:

- **New**-this EPAF ticket has not been processed yet.
- **On Hold**- this EPAF is being held, usually until the most appropriate time to submit it. Example, an EPAF request is submitted in May, the new employee will not start work until the end of August. Due to Banner conventions, we cannot place this EPAF until the start of the new fiscal year and it will be placed on hold until the beginning of August.
- **In Process**- This EPAF ticket is in process. There will usually be notes in this ticket that indicate whether the EPAF has been submitted (and a transaction id number), if the I-9 hasn't been fully processed, so the EPAF is waiting until that is done, etc. The ticket will stay 'in process' until all aspects of the EPAF have been completed, and the supervisor assigned to the timesheet.
- **Closed**- the supervisor has been assigned to the employee's timesheet and the EPAF process is complete. Supervisors will receive a notification.