Guidelines for Student Hiring

The forms that are needed for the hiring process are:

1. Employee Transaction Form (ETR) – the form UAS uses to hire students.
2. Selection/Hire Authorization Form – states the job criteria and the selected students' names.
3. Student Employee Application Form – Students fill out this form with their personal information and other job-related matters like their availability.
4. Job Description — The faculty completes the job description, including the job title, pay, and description.
5. Students' Term Schedule — Have the students provide their schedules. Attach them so that UAS can confirm that the students are enrolled in classes.

Please note that all hiring paperwork must be submitted to the UAS HR Manager and HR Generalist, who will review it and submit it for internal approval.

Employee Transaction Form (ETR)

- Section I- Employee Information – input the student's personal information and their emergency contact.
- Section II Employment Action and Classification – this is where the Action Type can be input.
  - For hiring students, different checkboxes can be checked (more than one box can be checked):
    - New Position – the position is new.
    - New Hire – the student has not been hired in this job before.
    - Rehire – the student has been hired for this job and is being rehired.
  - For employee classification select "Student (20/hrs wk)"
  - For FLSA select "Non-Exempt (Hourly)"
  - Leave the effective date blank because we will not know when the forms will be approved and UAS can.
- Section III Job Information – input Pay Rate, Hours/Week, Job Title, Work Location, This Position information, Live Scan Charges Account #, and Interviewer
  - For hiring students, Rate Change Reason, Proposed New Rate, and Position Change Reason can be left blank.
  - Pay Rate – fill out the Hourly section with how much you want to pay students an hour.
  - Hours/Week – input the hours a week the student will work (i.e. 20 hrs.)
  - Job Title – the title of the job position
  - Work Location – most student hires will work on campus so check that box.
    - If it will be off campus, check that box and specify that location.
  - This Position: – check the box yes or no for all four boxes.
  - Live Scan Changes Account # –
    - The account number for Benefits-Livescan is 603801

        - The chart fields for the Live Scan Account # Section is 603801-Fund-Organization
- Section IV Department – this is where you input the name of the grant, budget period, director/PI (and their contact information), resource manager (and their contact information), and the chart fields for the grant.
- Section V Reason for Separation – does not need to be filled out for student hiring.
- Section VI Authorization for Signatures – the signatures that need to be on the ETR before routing to UAS are the Employee, Initiating Supervisor, and Dean/Director/Resource Manager.

Selection/Hire Authorization Form

- Section 1 – First check the box for one of the following: Contracts & Grants, Campus Programs, Corporate. Then input the Job Title and Job-related Selection Criteria.
    - For the Interviews Conducted section, input the applicant names, their interview date, and the rating for meeting the criteria.
- Section 2 – Input the 1st choice for the job and input the 2nd or 3rd choice if applicable. Input the amount willing to offer per hour and if UAS should contact you if the first choice rejects the job offer.
- Section 3 – The two people who need to approve the form is the PI/Director of the Grant and the Resource Manager.

The Employee Transaction Form and the Selection to Hire need to be signed by both the Grant PI and the Resource Manager.