Supervisor’s Cheat Sheet

New Hires:
1. Verify funding with Financial Aid Office (FAO)
2. Email Jeanne Lujan (jmlujan) with request
3. Interview
4. Submit internal EPAN (add students not hired & why in "notes" section)
5. Financial Aid will email you when student is eligible to start.

**Students are not eligible to work until the final authorization letter is received from the Financial Aid Office.**

New Hire Process for students:
1. Complete I-9 and submit to FAO.
2. Offer letter is received from stuemp@unm.edu. Student must accept on ejobs profile.
3. Email from stuemp@unm.edu & vcfinancialaid@unm.edu to complete onboarding tasks-these are posted on student’s ejobs profile. Student must respond to vcfinancialaid@unm.edu when completed.
4. Authorization to work letter is sent to student and FAO. It will be forwarded to supervisor with:
   * official start date
   * official end date
   * WS allotment for aid year/semester

Extensions:
- Extensions are done at the end of the spring and summer semesters.
- Only Federal Workstudy is available in the summer.
- Evaluations are done at the end of the spring semester and include the extension paperwork for the summer and fall (Internal EPANs are not required for extensions).

**Late submissions of extension paperwork & student not registering or meeting SAP will effect their start dates for the summer or fall semester.**

<table>
<thead>
<tr>
<th>WS</th>
<th>Work Study Students must take 3 cr. hrs. for summer &amp; must be enrolled at least 6 cr. hrs. for fall to be extended beyond the last day of the summer semester.</th>
</tr>
</thead>
<tbody>
<tr>
<td>SE</td>
<td>Student employees are not required to take a summer course however, they must be enrolled for at least 6 cr. hrs. for the fall semester.</td>
</tr>
</tbody>
</table>

Termination:
Must be submitted using the interanl EPAN as soon as you are award of seperation and include:
- Last date of employment
- Reason for termination

Students will be terminated if:
- They have exhausted their work study allocation for the year.
- Not maintaining Satisfactory Academic Progress (SAP).
- Has withdrawn or dropped below the required 6 cr. hrs. (3 cr hrs. in summer).

**Both the employing department and the student are responsible for monitoring work study earnings and enrollment status associated with student’s work study allocations.**