

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.

WS	Work Study Students must take 3 cr. hrs. for summer & must be enrolled at least 6 cr. hrs. for fall to be extended beyond the last day of the summer semester.
SE	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.

Termination:

Must be submitted using the interanal 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- Has withdrawn or dropped below the required 6 cr.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.