

# Supervisor's Cheat Sheet

## New Hires:

- 1 Verify funding with Financial Aid Office (FAO)
- 2 Email vcfinaid@unm.edu 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 & vcfinaid@unm.edu to complete onboarding tasks-these are posted on student's ejobs profile. Student must respond to vcfinaid@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.**

<b>WS</b>	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.
<b>SE</b>	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 internal EPAN as soon as you are aware of separation 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- Has withdrawn or dropped below the required 6 cr.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.**