

Rehire

Rehires are done on a hire ePAF and are used when rehiring a student that has previously worked at a UM campus, but is terminated from any and all positions.

Forms needed: ePAF – REH/RFE
 FICA checklist
 Training Employee Acknowledgement Form

- Hours of enrollment and semester must be written in comments.
- Check MIS Web applications to ensure that the combined number of hours does not exceed the limit. If combined hours do exceed the limit, departments will need to work together to adjust hours to the following limits:
 - Undergraduate students not allowed to work over 20 hours per week without academic advisor approval. (International students *may not* work over 20 hours per week during Fall and Winter semesters).
- During breaks, (spring break, Christmas, etc) students are allowed to work up to 40 hours without changing FICA status or ePAF. *Summer break is not included* in this.
- During the summer, students are not required to enroll in summer classes to hold a student title as long as they have enrolled in the following fall semester.
 - If a student is working 40 hours during summer break, they *will be subject to FICA*.
 - If not eligible for student title and working, they must be hired as a Temporary worker.
 - If student is enrolled 4 hours or more during the summer, they may only work 20 hours per week, or up to 28 hours with academic advisor approval.

Rehires must present their acceptable I-9 documents to Human Resources.