

# Hire Concurrent

**Hire concurrent ePAF's are completed when hiring a student that already has one or more active jobs in the system none of which have been terminated.**

Forms needed:     Hire ePAF – HIR/CON  
                          FICA Checklist

- Use action/reason code HIR/CON (Hire/Concurrent) only if the student has current active jobs but no inactive jobs.
- Hours of enrollment, semester and **hours currently working in another department** 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, regardless of academic advisor approval).
  - The combined standard hours for all concurrent jobs, with academic approval, may not exceed 28 hours. (International students may not work over 20 hours per week during any time of the year, regardless of academic advisor approval).
- During breaks, (spring break, Christmas, etc) students are allowed to work extra 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 (FICA subject).
  - 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.

**A hire concurrent does not need to submit I-9 Documents to Human Resources.**