

New Hires

New hire ePAF's are completed when hiring a student that has never previously worked at *any* University of Missouri campus.

Forms needed:

- ePAF – HIR/NPW
- FICA Checklist
- Student Application
- Training Acknowledgement Form

- Hours of enrollment and semester must be written in comments.
- 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 or Winter semesters, *regardless of 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* (unless there is a future dated FICA expiration date).
 - 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.

ALL NEW STUDENT HIRES MUST PRESENT THEIR I-9 ACCEPTABLE DOCUMENTS TO HUMAN RESOURCES.