Rehire

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

Forms needed:  Hire form – ePAF
               FICA checklist
               Mandated Training Employee Acknowledgement Form

- Use action/reason code REH/RFE (rehire/rehire former employee) only if the student has previously worked on a UM campus but is currently terminated from all jobs.

- 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 any time of the year).
  - 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 approval).

- During breaks, (spring break, Christmas, etc) students are allowed to work 40 hours without changing FICA status or ePAF. Summer break is not included in this, if a student is working 40 hours during summer break, they must be enrolled in 3 hours or less and will be subject to FICA.

- 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 not eligible for student title and working, an individual 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 28 with academic advisor approval.

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