

Rehire Concurrent

Rehires are done a hire ePAF and used when rehiring a student that currently has one or more active jobs in the system and at least one of the jobs is terminated.

Forms needed: Hire form – ePAF
 FICA checklist

- Hours of enrollment, semester and **number of hours working for another department** must be written in comments.
- Check MIS Web applications to ensure that the combined number of hours for all jobs do 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).
 - 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.
- 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, 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.

A rehire concurrent does not need to submit I-9 documents to Human Resources.