Guidelines for ePAF Student <u>Hires</u>

1. Department should check MIS Web Applications > HR Search Options > Employee Lookup before initiating the ePAF to see if the student is currently working.

2. Department should check Joe'SS to verify the student is enrolled in the required hours before initiating the ePAF.

3. Students should complete the <u>Application for Student Employment</u> at the time they meet with the department to discuss employment. (only for Hires, not Rehire or Concurrent jobs)
   http://www.umsystem.edu/media/fa/management/records/forms/human/um52.pdf

4. Students should sign the completed <u>Student Employee FICA Checklist</u>.
   http://www.umsystem.edu/media/fa/management/records/forms/human/um284.pdf

5. Students should sign the mandatory <u>Training Acknowledgement Form</u>. (Only for hires and rehires.)

6. ePAF requires that students complete the new employee hiring information electronically in myHR. This process is referred to as "onboarding". The hiring department should explain this process to the new student hire. Students should be told to expect an email with instructions to log into myHR to complete onboarding forms. Onboarding refers to completing the following forms: Personal Data form, W-4 forms, Direct Deposit form, and Section 1 of I-9. In order to complete these forms, students will need their Social Security Number, checking/saving account information, and foreign visitor information (Visa) (if applicable).

7. The department will initiate the Hire ePAF in PeopleSoft HR Production (HRPRD), include: hours enrolled and semester in comments section and attach the Application for Student Employment, the Student Employee FICA Checklist, and Training Acknowledgement Form, as well as other documentation needed to authorize the hiring action and/or use of MoCode, based on departmental preference. This action will generate the onboarding email to the student. See attached document.

8. The hiring department should also explain to the new student hire that after completing the onboarding process the student should bring the documents they will use for verification of the I-9 to the next Student Employee Registration (see HR website for registration schedule). If a student wishes to use their social security card as part of their I-9 documentation and does not have their card/copy they should obtain a receipt at the Social Security Administration office. *Please note the Rolla SS office closes at noon on Wednesdays.

9. International students should complete the Foreign Visitor Tax Assessment Intake form at the link below, print and sign it and bring it, with their documents to the Student Employee Registration.
   http://www.umsystem.edu/media/fa/management/records/forms/human/um374.pdf

10. Students should attend the next Student Employee Registration (if applicable- Hire and Rehire).

11. Documents will be verified and copied at the Student Employee Registration.

12. **Students are not eligible to work until the department initiating the PAF receives an email that the PAF has been executed (entered) into the system.** This will occur after onboarding forms have been completed by the student, I-9 documents have been presented by the student at the Student Employee Registration, the Onboarding Administrator has completed Section 2 of the I-9 and HR has approved the ePAF for submission into the system. The Student Release to Work form will no longer be used.

Guidelines for ePAF Student <u>Rehire/Concurrent jobs/Transfers</u>

1. <u>Rehire</u>- <u>HIRE</u> ePAF is used. Use same process as for New Hire, Student Application NOT needed. Include hours enrolled and semester in comments section. FICA Checklist should be attached.

   <u>Onboarding and Student Employee Registration IS required.</u>

2. <u>Concurrent jobs</u> – <u>HIRE</u> ePAF is used. Use same process as for New Hire, Student Application NOT needed. Include hours enrolled and semester in comments section, AND the number of hours currently working in another department in the comments section. The combined standard hours for all concurrent jobs should not exceed 20 hours. FICA checklist should be attached.

   <u>Onboarding and Student Employee Registration is NOT required</u>

3. <u>Transfers</u> – <u>HIRE</u> ePAF is used. The department in which a student is currently employed should send an email giving approval for the student to transfer to the new department. The new department will attach the approval email to the transfer ePAF. Include hours enrolled and semester in comments section. FICA checklist should be attached.

   <u>Onboarding and Student Employee Registration is NOT required</u>

Guidelines for ePAF Student <u>Job Changes/Status Changes/JED</u>

1. <u>Job Change ePAF</u>- includes PAY rate changes, FTE, FICA status, etc.
   a. FICA checklist required for DATA/FTE; DATA/FICA; PAY/RPT; Attach to ePAF.
   b. Check Job Data in PeopleSoft HR before processing ePAF.
   c. Include hours enrolled and semester in comments section

2. <u>Status Change ePAF</u>- includes terminations, LOAs and RLOAs.
   a. Check Job Data in PeopleSoft HR before processing ePAF.
   b. Include hours enrolled and semester in comments section <u>for RLOAs</u>.

3. JED (Job Earnings Distribution) Changes are not processed through ePAF. Departments have been granted access to enter these directly into PeopleSoft.

Troubleshooting

- Training materials available online:

  https://www.umsystem.edu/ums/hr/peoplesoft-hr/epafadmin

- UM requests that all issues be reported to the UM PSHR Helpdesk:

  [umpshrsupport@umsystem.edu.](mailto:umpshrsupport@umsystem.edu)

- UM recommends Firefox or Google Chrome and to clear your cache as needed

- Do not use any spaces or special characters when naming pdf files for attachments

From: UM PSHRSupport <umpshrsupport@umsystem.edu>
Sent: Tuesday, December 4, 2018 2:36 PM
Subject: University of Missouri New Employee Information

04-DEC-2018

Test Tester,

Welcome to the University of Missouri and congratulations on accepting a student position with (Hiring Department) at Missouri S & T.

The first step in the onboarding process is completing required new hire forms. To accomplish this, please visit our myHR website (we strongly recommend using Firefox web browser): myhr.umsystem.edu

Steps for completing required new hire forms:

1. Login to myHR using your Student login and password.
2. On the myHR: Employee Self Service homepage, click the Onboarding Welcome tile and complete and submit the following forms:
   a. My Personal Information
   b. My Direct Deposit
   c. My Federal and State Tax Info
   d. My I-9 Information
      ▪ **IMPORTANT:** You are required to physically present Employment Eligibility Verification & Identification item(s) in person as part of the I-9 process. Please follow your campus's procedure, communicated to you upon acceptance of your job offer. Click this Acceptable Documents link for a list. Any list B document presented must contain a photograph as the University participates in E-Verify.
3. W-2/W-2c Electronic Format Consent - Optional electronic access to your W-2 in myHR will be much quicker than waiting for a hard copy of the tax statement to arrive in your postal mailbox each year. **In myHR, using the NavBar icon in the upper right corner of the page, locate the Navigator icon > Self Service > Payroll and Compensation > W-2/W-2c Consent to provide your consent.**.
4. The University of Missouri does business with the government; we must reach out to, hire, and provide equal opportunity to qualified people with disabilities and protected veterans. To help us measure how well we are doing, you may voluntarily self-identify as having a disability or being a protected veteran by adding/updating your information. **In myHR, using the NavBar icon, locate the Navigator icon > Self Service > Personal Information >** Access the **Disability** and **Veteran Status** pages to self-identify.
5. Invention Assignment Agreement - Please review and provide electronic signature. **In myHR, using the NavBar icon, locate the Navigator icon > Self Service > Bayh Dole Agreement**.

If you experience issues or have questions while completing the forms, contact PeopleSoft HR Support by calling 855-524-0002 (toll free) or emailing umpshrsupport@umsystem.edu.

For information specific to a campus, please contact the campus' Human Resources office:

University of Missouri-Columbia

University of Missouri-Kansas City

Missouri S&T-Rolla

University of Missouri-St. Louis