



Student Employment New Changes Edition

“It’s only after you’ve stepped outside your comfort zone that you begin to change, grow, and transform.”

— Roy T. Bennett

So as you all know, the entire student employment process is changing. We are excited, scared, happy, and nervous but we also know its going to work. Change is always different but by this time next month, you probably won’t even remember the “old” way of doing things.

With that being said, I also wanted to thank all of you ahead of time for your patience and understanding during this transition. We will make it I am convinced, but there are bound to be some hurdles to jump over until it becomes the smooth process we know it will be.

I also want to take this space and say thanks to the student employment team here at the Career Center. Honestly, no one really “asked” for this change but me and my ideas and plans for our department kind of forced them into it. LeAndra Dinicola has been a rock and taking this change like a champion. Hannah Eblen has been here 4 days and is already thrown into the fire. All my students employees who most of them are new (Dominique, Izzy, Angel, Miles, Brandon, Nadia, Karla, Magaly) have also been the backbone of this process.

Thank you again for supporting us here at the Student Employment team and the career center!

Patricia

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DID YOU KNOW???

- In December our office will be moving to Sage Hall
- Our website is getting a whole new look!!!!

Administrative Announcement



Aug. 12, 2019

In an effort to streamline the student employee onboarding process, all student employee I-9 forms will be processed through the Career Center, effective **Thursday, Aug. 15**. This change applies to all student job types whose jobs are located on the main campus and Discovery Park, including:

- Hourly student employees
- Salaried graduate assistants
- Teaching Fellows
- Teaching Assistants
- College work study students

This new, centralized process is designed to simplify the new hire process for student employees and to enhance their onboarding experience.

The I-9 form is a federally required form used to verify the identity and employment authorization of individuals hired for employment in the United States. The new employee must complete Section 1 of the form on or before the first date of employment. In addition, the new employee must provide identification documents for the completion of Section 2 on or before the third day of work. **Section 2 will now be completed by the Career Center, not individual units or divisions.**

Student employees may visit the Career Center in Chestnut Hall, Suite 103, to complete the I-9 Monday through Friday as a walk-in between 9 a.m. and 4 p.m., and by appointment between 8 a.m. and 9 a.m. or after 4 p.m. For questions regarding the centralized student employee I-9 process, please contact the Career Center at 940-565-2105 or career.center@unt.edu.

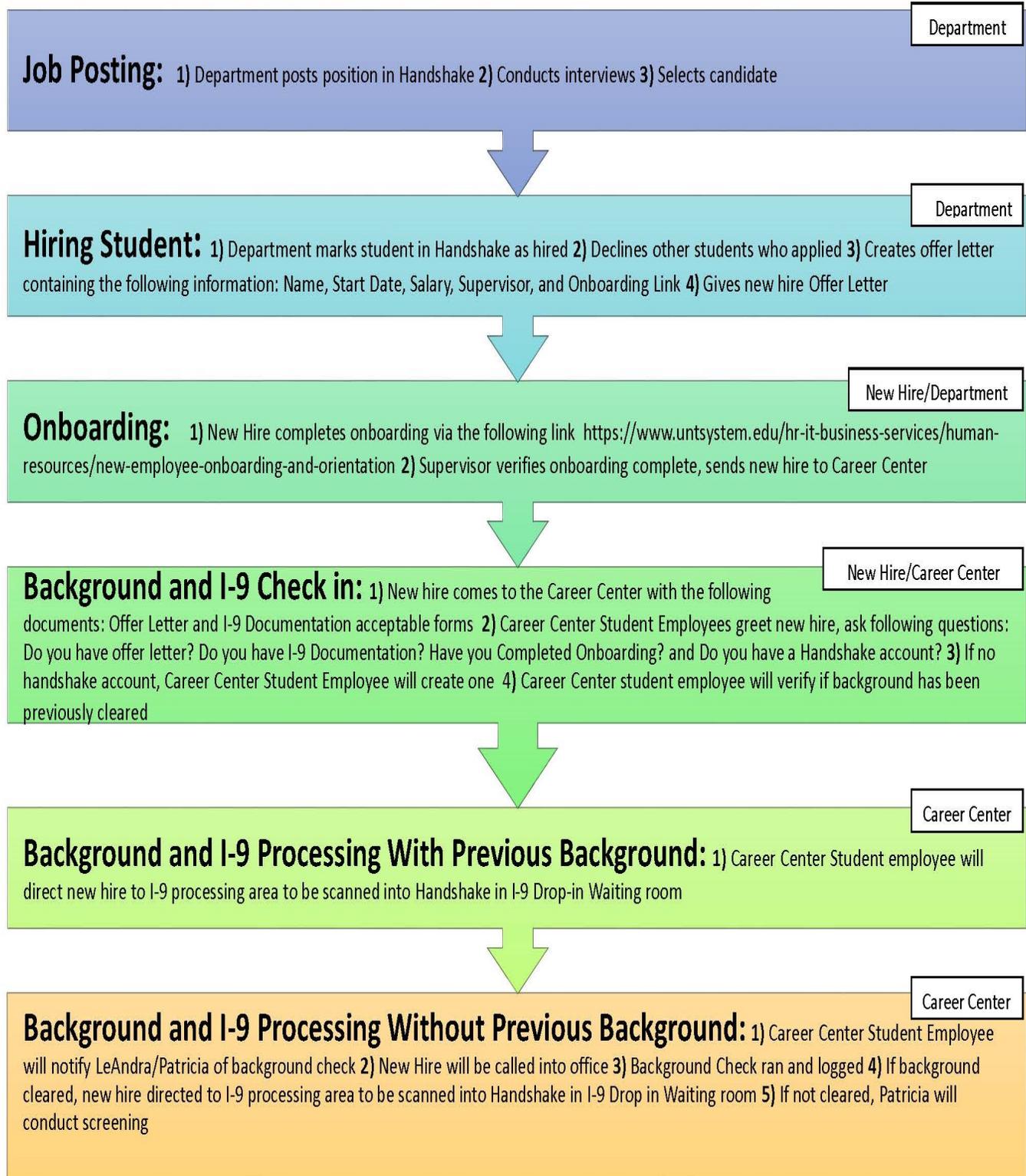
LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C. These have to be original, not copies. For international students, please have them go to the following link for instructions and the form for the foreign nationals . <https://www.untsystem.edu/forms/payroll/foreign-nationals-form>

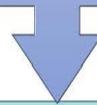
LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 	OR	<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority 	AND	<p>A Social Security Account Number card, unless the card includes one of the following restrictions: NOT VALID FOR EMPLOYMENT VALID FOR WORK ONLY WITH INS AUTHORIZATION VALID FOR WORK ONLY WITH DHS AUTHORIZATION</p> <ol style="list-style-type: none"> 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security
<p>For a nonimmigrant alien authorized to work for a specific employer because of his or her status: Foreign passport; and Form I-94 or Form I-94A that has the following: The same name as the passport; and An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</p>		<p>For persons under age 18 who are unable to present a document listed above:</p> <ol style="list-style-type: none"> 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 		
<ol style="list-style-type: none"> 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 				

With the new processes please follow this flow chart from beginning to end. If you would like a hard copy we will gladly email it to you.



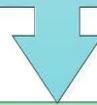
New Hire/Career Center

I-9 Check In: 1) New Hire comes to back office of Career Center 2) New Hire is scanned into Handshake I-9 Drop in waiting room to ensure they are being seen in order of arrival time 3) New Hire waits for name to be called (with overflow in 160 if necessary)



Career Center

I-9 Handshake Waiting Room 1) I-9 processor logs into Handshake 2) Click on I-9 waiting room 3) Calls first new hire on list 4) Checks new hire into Handshake 5) New hire falls off waiting room list



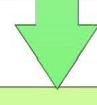
Career Center

I-9 Processing 1) I-9 processor gets student ID number 2) Log into EIS 3) New Hire presents original documents 4) I-9 Processor completes section 2 5) Review and Scan Documents 6) Upload documents, Certify and Submit 7) I-9 Processor clicks End meeting in Handshake 8) New Hire leaves Career Center out of back office doors



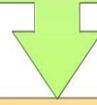
Talent Acquisition

E-Verify: 1) Talent Acquisition will review documents in EIS and submit to E-Verify 2) Talent Acquisition will run report and post to HR created sharedrive at 9am, 12pm and 4pm daily M-F



Department

ePAR: 1) Hiring manager will log on to HR created share drive to verify that I-9 and background has been complete 2) Hiring manager will submit ePAR 3) Career Center-Student Employment team will process ePAR



Department/New Hire

New Hire Becomes Employee: 1) New Hire completes orientation within one week of start date 2) Hiring Manager retains all documents necessary for Audit (Application, Schedule, Orientation, FERPA) 3) **New Hire is an Employee**

PART-TIME SUPERHERO



Administrative Announcement



Aug. 1, 2019

The university recently consolidated three policies regarding background checks into one. Policies 05.005 Confidential Background Check for Mental Health Services Providers and 05.007 Criminal History Background Check for Student Employment Applicants have been incorporated into [UNT Policy 05.006 Criminal History Background Checks for Security Sensitive Positions](#).

This updated, consolidated policy is effective immediately.

The policy states:

- The policy applies to all individuals employed on a full-time, part-time or in a temporary capacity as faculty, staff, hourly or student positions, both undergraduate and graduate.
- All applicants who have received an offer of employment are required to successfully complete a criminal history background check as a condition of employment. This includes external applicants as well as current employees who are applying for a new position, being considered for promotion, tenure, transfer or reassignment. However, this does not apply to faculty promoted in rank in their current position or faculty appointed to a faculty administrative role within their current department.
- The spouse or partner of an employee who is required to live on campus as a condition of employment in a security sensitive position must consent to a background check in order to reside on campus with the employee.
- The duties of some security-sensitive positions may require periodic background checks after hire.
- Criminal history background checks must be completed prior to the applicant's first date of employment.
- All applicants and employees must inform the Human Resources department or designated hiring department of any change to the individual's criminal history information within five (5) business days of the change.
- Criminal history information will be collected and used only for making decisions regarding hiring, who may work on campus and who may reside on campus as a non-student. Criminal history information will not be used in any manner to discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, genetic information or veteran status.

If you have questions about the policy, contact Human Resources at askHR@untsystem.edu.

THE STUDENT EMPLOYMENT BACKGROUND CHECK PROCESS IS CHANGING!!

As of 8/15/2019, your department is no longer required to send the background check form to the Career Center. We are moving away from “paper” and streamlining the entire process online. Your new hires will be completing the background check at the same time the I-9 is completed. This new process will hopefully eliminate confusion, duplicates, or misplaced background forms.

We will also NOT be sending out emails to you if the background check has been cleared. When the new hire has completed the background, I-9, and eVerify, their name will be on the list in the file share location that will be ran every hour! The only time you will receive emails from us is if the background needs reviewed.

If you have a new hire to your department but has previously worked on campus, you can email myself Patricia.Chastain@unt.edu or Lean-dra.Dinicola@unt.edu a list, and we can verify if they have had a background check completed in the last 3 years.

As you can see from the flowchart the whole process has been simplified for the supervisors and the departments.

ONBOARDING

Students must have completed onboarding before arriving at the Career Center for I9 verification. The new offer letter has the link for your convenience. We have attached it here as well if you wanted to email it to your students.

<https://www.untsystem.edu/hr-it-business-services/human-resources/new-employee-onboarding-and-orientation>

Onboarding

1) New Hire completes onboarding 2) Supervisor verifies onboarding complete

Previous Student Employee

New Hire

Background Check: 1) Email Patricia Chastain or LeAndra Dinicola with student name and ID. 2) Career Center will verify previously cleared, email list back

Background Check: 1) New Hire comes to the Career Center
2) Background check is submitted

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Background Check Cleared:
Student completes I-9 process

Background Check under Review:
Email sent to supervisor and appointment set for follow up

eVerify: 1) Talent Acquisition will review documents in EIS and submit to E-Verify 2) Talent Acquisition will run report and post to Shared drive hourly

Appointment: Patricia will meet with student within one week to discuss background and make determination of employment

IF CLEARED

Clearance for ePAR processing: 1) Talent Acquisition will load list of cleared students hourly 2) Department will check

Not Employable: Student and supervisor will be notified via email/in person and notated

Process ePAR-New Hire Becomes Student Employee



FREQUENTLY ASKED QUESTIONS WE'VE RECEIVED SO FAR

Onboarding: Will new hires still be required to enter the dept ID number when logging into the onboarding system?

Answer: Yes, Onboarding is actually the exact same process, just different in the timing

Offer letter: Is there going to be a revision to the offer letter any time soon? If not, are there any objections to us adding the job ID below the employee ID number?

Answer: Yes! LeAndra actually updated that already and we will be sending that, the new flowchart, and background processes in the newsletter and it will be uploaded to our website soon!

The new report/spreadsheet: What information will be on the new spreadsheet that communicates to the I-9 coordinator whether the student has completed their background check and I-9?

Answer: So basically, the spreadsheet will have the student name, ID, Department and Supervisor (I believe). If they are on that spreadsheet, they have cleared the background as well as Everify! The only time you will get emails regarding backgrounds is if there is a "hit" and they have to be reviewed.

FREQUENTLY ASKED QUESTIONS CONTINUED

Timeline: Since the onboarding, background check, and I-9 need to be done **before** their first day, do you have a recommendation on what supervisors should set the tentative start date to? (like setting the start date 1-2 weeks out to give the new hire time to get everything done).

Answer: Honestly, I would just have the start date as the onboarding day they come in to do that. The start date issue really only effects payroll and international students but we need it for I-9 verificati

Question: My question is when completing the I-9 verification, how will the process person know the employees official start date? For our salaried graduate students (whom are currently coming in for I-9 verifications) their start date is 09/01/19 (ePAR). We have previously been reprimanded for having a start date on the ePAR 3 days later than the I-9 verification date. This could possibly be the same for hourly undergraduates.

Answer: The ePAR and I-9 can be done before the start date. The three day rule is for processing the I-9 after the employee started working. The start date of 9/1 will only affect their payroll and not the rest of the process.

Question: Will the new hires be cleared to start working prior to their background check clearing?

Answer: No, all new hires have to have background, I-9 and eVERIFY completed before they can start working. That entire process is now being completed in the career center in one stop

Question: Do International student have the same process and regular students?

Answer: To clarify, international students need to bring in the accepted I-9 documents and the completed i-94 form when they come to verify their I-9? All other steps are exactly the same as other students.

Question: Will the career center be requiring background checks for incoming salaried graduate students?

Answer: Yes, the international students will have to bring this form as well as their I-94 and acceptable documents. Also, there are going to be backgrounds completed for all student employees including the salaried graduate

Question: FERPA training and form and student employee orientation be integrated to the new process?

Answer: No. FERPA and the orientation are still the supervisors responsibility

The Career Center

Vision Statement

Empowering students and alumni to identify and achieve individual goals for career success.

Mission Statement

Design and deliver high quality career services to UNT students and alumni through collaboration with campus, local and global partnerships.

Supervisor Trainings offered

Supervisor Trainings

If you have not yet attended *Student Employment and Work Study Policy Overview for Supervisors*, you can sign up on the new learning portal (mylearning.unt.edu). This training must be completed every two years by all staff and faculty who supervise hourly student employees. It covers policy changes and student employee management best practices.

We also offer a training for those that are new to supervising student employees: *New Student Employee Supervisor Training*. Registration is available on the new learning portal (mylearning.unt.edu).

Upcoming training date:

Supervisor Resources

Where can you find helpful policies, templates, FAQ's, and Eagle Internship information? Check out the Supervisor's Guide portion of the Career Center website.

Career Center

1155 Union Circle #310859
Chestnut Hall #103
Denton, TX 76203

Phone: 940-565-2105
Fax: 940-565-4376
E-mail: Career.center@unt.edu

Student Trainings offered

Hourly Student Employee Orientation

Hourly Student Employee Orientation is available online (Click [Here](#)). UNT policy 05.025 Employment of Students for Hourly Positions states that “*hourly student employees must attend the orientation within the first 30 days of employment*”

Request a Training for Your Student Employees

Could your student workers use a reminder about appropriate customer service and soft skills? [LeAndra DiNicola](#), Student Employment Coordinator, offers multiple trainings geared towards students including: “*CASA (Creating a Service Attitude)*” and “*Soft Skills Training*”. Other trainings are offered by request.



Do you want to brag about your fabulous student employees? Or maybe you have a story or idea you'd like to share? Please contact [LeAndra DiNicola](#) at the Career Center to submit your request.