

Michigan Technological University

Student/Temporary Hiring Process

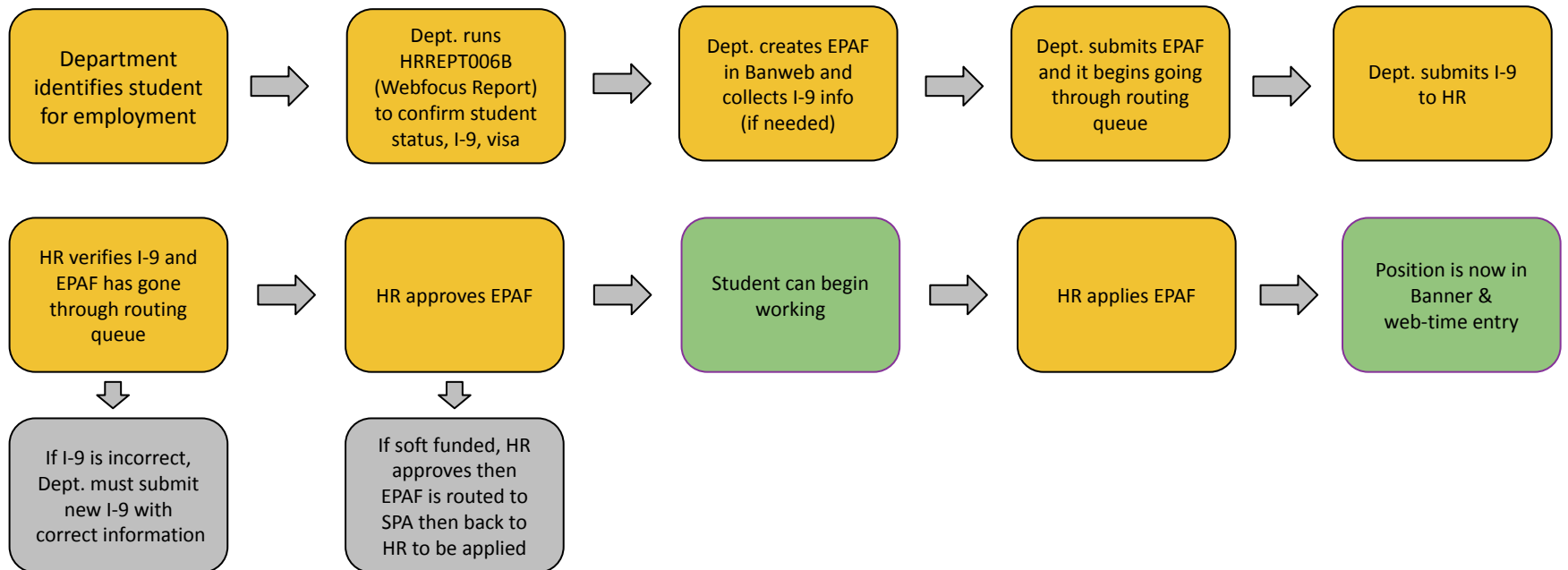
Human Resources

February 21, 2024

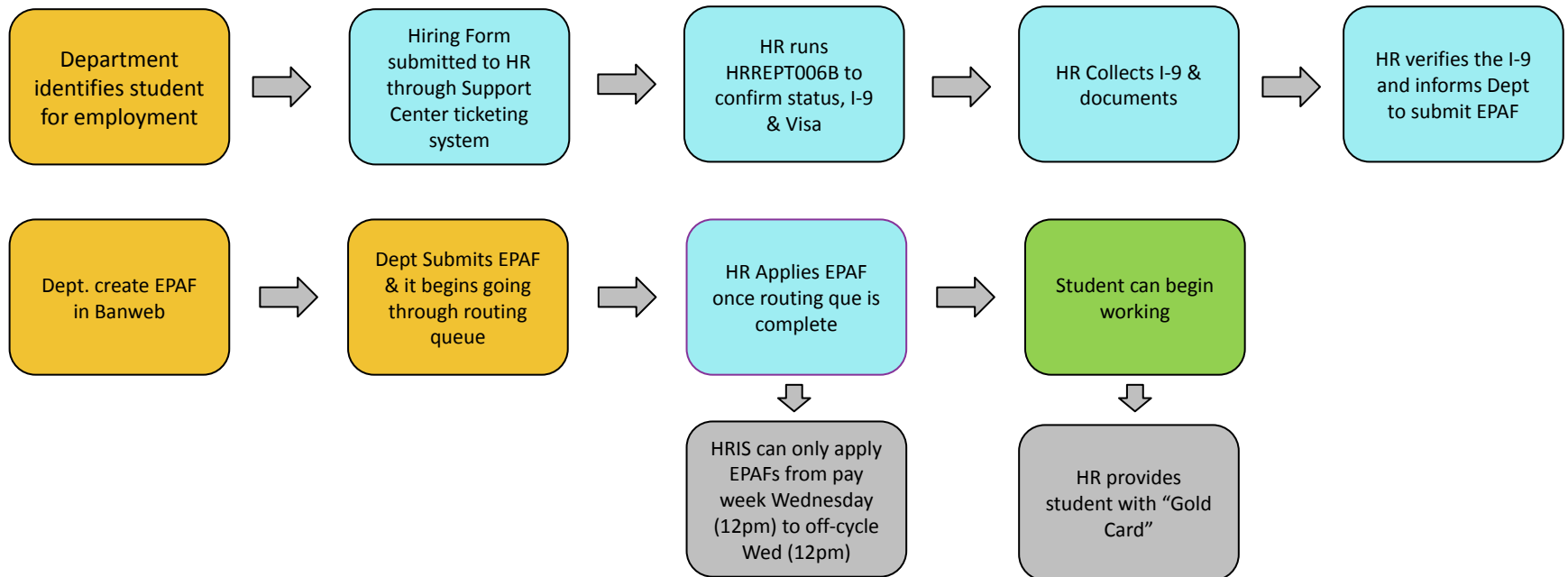


**Michigan
Technological**
University

Current Hiring Process Map



New Process Map



After Department identifies the employee:

- Department will submit a ticket into our ticket system using our Student Hiring Form or our Temporary Form
- [Service Catalog](#)

Once we receive the Student Hiring ticket:

- HR will run the Webfocus report to see if the hire needs a New I-9, Reverification or No Action
- Then depending on the Action needed, the following are the next steps

If a new I-9 is needed, the process for students is

- HR will respond to the new employee, department coordinator, and supervisor with a deadline for the student to come in and fill out their I-9.
- HR will collect the I-9 and required documentation.
- Once HR verifies the I-9, we will then contact the department with the EPAF Creation Category and EPAF Query/Personnel Date
- Please check your daily reports to see if the EPAF was applied.
- Once the EPAF is applied, HR will notify, create and mail out a gold card to the department for the student to have.

Sample Gold Card

Michigan Tech

Human Resources

Student Employment Authorization

This card certifies that the student listed below has completed the hiring requirements and is authorized by MTU Human Resources to begin working.

Name: _____

I-9 Completed: _____

M#: _____

Issue Date: _____

HR Representative Signature

Date

Reverification Process

- Reverification will be done by HR
- HR will notify the department that the EPAF can be submitted once the reverification is done.
- HR will give the EPAF creation category, EPAF query/personnel date
- Please check your daily reports to see if the EPAF was applied.

No Action Needed

- If there is no new I-9 or reverification needed, the department can submit the EPAF for the student
- If there are any questions about the EPAF, please send in a ticket to our HR Help Ticketing Portal

If a new I-9 is needed, the Temporary Hire Process is

- HR will send a response to the new employee, department coordinator, and supervisor
- Collect the I-9 and required documentation. The background check will be done concurrently with the I-9 process
- HR will notify the department, employee, supervisor, once the background check has been completed and they are cleared to work.

Reverification Process

- Reverification will be done by HR
- HR will process the green form as usual

Critical Steps

- No Student is allowed to work until they have completed both the I-9 Process and an EPAF has been applied
- Temps will not be allowed to work until they have completed both the I-9 Process and their background check has been completed.
- Beginning March 4, 2024, Students and temporary employees need original documentation for the I-9. **No photocopies or pictures will be accepted.**