Michigan Technological University

Student/Temporary Hiring Process
Current Hiring Process Map

1. Department identifies student for employment
2. Dept. runs HRREPT006B (Webfocus Report) to confirm student status, I-9, visa
3. Dept. creates EPAF in Banweb and collects I-9 info (if needed)
4. Dept. submits EPAF and it begins going through routing queue
5. Dept. submits I-9 to HR
6. HR verifies I-9 and EPAF has gone through routing queue
7. HR approves EPAF
8. Student can begin working
9. If soft funded, HR approves then EPAF is routed to SPA then back to HR to be applied
10. If I-9 is incorrect, Dept. must submit new I-9 with correct information
11. HR approves EPAF
12. Position is now in Banner & web-time entry

Michigan Technological University
New Process Map

1. Department identifies student for employment
2. Hiring Form submitted to HR through Support Center ticketing system
3. HR runs HRREPT006B to confirm status, I-9 & Visa
4. HR Collects I-9 & documents
5. HR verifies the I-9 and informs Dept to submit EPAF
6. Dept create EPAF in Banweb
7. Dept submits EPAF & it begins going through routing queue
8. HR Applies EPAF once routing queue is complete
9. Student can begin working
10. HRIS can only apply EPAFs from pay week Wednesday (12pm) to off-cycle Wed (12pm)
11. HR provides student with “Gold Card”
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: _______________

__________________________________________  _______________________  Date

HR Representative Signature
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.**