**Student Hiring Rules**

* Student cannot work until we have received their new hire form and are aware that they need to be in the system
	+ Hire forms (new EOBOC form) – please give us at least 4 days to process the new hire (ex. Receive hire form 6/16 so start date should be at least 4 days later 6/19)
* If student fails to complete new hire paperwork online AND complete document verification within 3 days (start date = day one, ex 6/16 hire should have this complete by 6/18 = day 3) or they will be terminated
	+ We will send a request for you to terminate them and the student **cannot work immediately.**
* Rehiring student: submit a new hire form with a new start date and the student cannot work until verification process is complete
* Hire forms must be received by supervisor, not the student
* If student fills out the top portion of the form, supervisors are responsible for making sure all information is accurate to ensure no issues in processing
* All information must be filled out on the form
	+ Remote employees: If working remotely inside the state of Indiana, please make sure that “in the state of IN” is marked or they will be sent incorrect forms and this delays the process further
		- Building code: although remote, we need a building code that is related to that position/area, note “Remote”
	+ Remote employees: If working remotely outside the state of Indiana, please make sure that “outside the state of IN” is marked. They go through a different remote I-9 process.
		- If students will be working on campus but will be working remotely out of state, they must complete an out of state remote verification to ensure their I-9 is completed within 3 days, unless they plan to be verified prior to leaving
		- **Remote students CANNOT work outside of the United States**
* Students must have all PHYSICAL documents (refer to acceptable documents list)
	+ Electronic copies will not be accepted and the student should not be working if they do not have these in hand
* Requisitions must be created for external non-Purdue students and these hire processes take longer so allow 10+ days for processing
	+ Please add Alyssa Cotten, Jill Aichinger, and Nicole Sellers to the Initiator Team
* Any questions, please reach out prior to offering the student the job

This is from Kristi Mickle regarding I-9 Verification

**Subject:** FW: Employment Eligibility Verification

Hello, as we have previously discussed, the university is moving forward with a more defined process for ensuring compliance with Federal employment eligibility verifications.  Effective immediately, to ensure compliance, any new employee who does not complete their I-9 within three business days of their hire date will be terminated. To be clear, these individuals **CANNOT** work until their I-9 is completed.  This policy will apply to employees hired from June 7, 2022, forward.

Employees hired prior to June 7 will be required to complete their employment eligibility verification by June 20 or face termination on June 21. Employees and their supervisors will receive notification of this deadline by June 10.  Administration of these terminations will be managed through the Employment (Payroll) Centers.

To assist in this process:

* To encourage contact with an employment center, the employee letter will be a generic “From:  Employment Center”.
* A list of employees in noncompliant status as of June 6 has been placed on the SuccessFactors training site under a newly created I-9 section in the “[I-9 Compliance Reports](https://sharepoint.purdue.edu/sites/treasurer/bpr/training/SitePages/i9TR.aspx)” section.
* The data set will be updated on June 13, 15th, and 20th.
* Center staff are encouraged to reach out directly to these noncompliant individuals and facilitate the process further.
* Centers should ensure adequate staffing exists to support appointments.

As many of you have already been actively working with employees in non-compliant status, there may be individuals on the list that have been verified and are now in compliance. Thank you for your proactive efforts to move these individuals into compliance.

Terminated employees should be paid for any time worked.

Resources in support of these new expectations are under development. Specifically, Term/Rehire Quick Reference Guides addressing recruited hires as well as direct hires, new Onboarding Coordinator expectations, Supervisor Training are in process and will be shared as they become available.

As you know, terminating employees can become contentious. If you are uncomfortable with any of the situations, please don’t hesitate to reach out to your Director of Financial Affairs or Human Resources Business Partner.  We are all responsible for implementing this policy and are available to assist you as needed.

Sincerely,

Kirsti Mickle & Linda Baer