

SEO QuickStart Guide to Student Hiring

Welcome to the Student Employment Office (SEO) QuickStart Guide to student hiring! This guide will help you efficiently and effectively navigate the hiring process for student employees after you have selected the individual for your position. Whether you are hiring for Self Help/Flat Rate positions, Undergraduate Assistants (UGA), Graduate Assistants (GA), or Federal Work Study (FWS) positions, this quick guide covers all the necessary steps and procedures. For a more detailed description of the process, please review the Student Hiring Manager Guide.

- Once your department has selected a candidate, please add the student(s) to your departmental spreadsheet in the SEO I-9 Teams. If you need access, email hireapirate@ecu.edu. Please note that students may not begin working until the I-9 is completed and on file. For Federal Work Study students, the FWS Office will handle the submission of the student(s) information for I-9 completion.
- Determine the type of student position needed.
 - **Hiring Self Help/Flat Rate:**
 - In PeopleAdmin: use the *Temp/Student/Post Doc/Non-PD EHRA Initiator or Level 1 Approver to initiate Hiring Proposal*
 - From the applicant tab of the posting, update selected student(s) workflow to Candidate of Choice.
 - From the candidate's application, select *Start Student Hire/Self Help Hiring Proposal*
 - Complete all required fields.
 - *Employee class, student position # and job employee class code should match. Use X2 for self-help UG, X5 for self-help Graduate hourly and X6 for flat rate hires.*
 - *The current hire, job begin, jobs effective and job personnel dates should match. Use the approved date from the I9 spreadsheet.*
 - *If the student holds no active positions as of the hire date, use PA011(New Hire hourly) for the job change reason-primary contract. If they are employed as of the hire date, use PA050 to add additional job-secondary contract.*
 - *Self Help hourly rate should be in XX.XX format. Flat rate should reflect 0.0*
 - **Hiring an Undergraduate Assistant:**
 - To hire a UGA, please submit an EPAF in PiratePort as well as a corresponding contract to UGASSISTANTSHIPS@ECU.EDU
 - Please note that only one contract can be attached to each email. The subject line should be labeled first name, last name, epaf number.
 - Use, *U New Hire Undergraduate Assistant EPAF* for a hire with no primary job existing as of hire date.

- *Use, U Add an Undergraduate Assistant Job EPAF to add a secondary job.*
- *All information listed on the Contract, must match the information listed on the EPAF. If changes are needed, the department will be notified.*
- **Hiring a Graduate Assistant:**
 - To hire a GA, please submit an EPAF in PiratePort as well as a corresponding contract to the Graduate School.
 - *Use, G New Hire Graduate Assistant for a hire with no primary job existing as of hire date.*
 - *Use, G Add a Graduate Assistant Job to add a secondary job.*
 - *For the Graduate Assistant process, please contact The Graduate School. <https://gradschool.ecu.edu/graduate-assistantships/>*
- **Hiring for Federal Work Study(FWS):**
 - From PeopleAdmin, From the applicant tab of the posting update selected student(s) status to Candidate of Choice.
 - Ensure the student has attached the FWS Authorization Form
 - Complete the student's FWS hiring authorization form, then scan and email to Kelly Sikes-Baker, sikese@ecu.edu.
 - Once the form is received and I9 completed, the FWS Office will process the EPAF and send an email confirmation with a start date.
- **EPAF Dates from Payroll:**

Use the following chart for EPAF deadlines, [2024 SM Payroll EPAF and Termination Form Deadlines.](#)

Contact your Student Employment Specialist with questions on the process, or email hireapirate@ecu.edu