Student/GA EPAF Guidelines

Q: When do I use NEW EMPLOYEE vs. REOPEN vs. REHIRE IN A NEW POSITION?

Look <u>JOB HISTORY.</u>

For Student Workers:

If the person has <u>never</u> been in a Student Worker position before, they will be a NEW EMPLOYEE.

will be paid hourly by state funds.

will be paid hourly by Federal Work Study funds.

If their job history shows the person <u>has</u> been a student worker before, they will NOT be a new employee, even if they are new to you. Your only options at this point are "Reopen" or "Rehire in a new position."

- 1. Look at the position number in their previous student worker job. Were they an 03 student worker (ST3001) or an 04 student worker (ST4001)?
- 2. Next, ask: What type of student worker will they be for YOU? An 03 or an 04?
- 3. If you are hiring them in the SAME kind of position they were previously in, you will REOPEN their previous position. (ie: if they were previously an 03 and will again be an 03 worker; or if they were previously an 04 and will again be an 04 worker.)
- to reopen a prior 03 student worker position and hire them as an 03 worker again.
- Use the EPAF to reopen a prior 04 student worker position and hire them as an 04 worker again.
- 4. If you are hiring them in a DIFFERENT position than what they were previously in, you will REHIRE them in a New Position. (ie: if they were