

Hiring Process for a Minor Working on Campus:

1. Position is posted in Cornerstone and follows the appropriate competitive process.
2. An offer is made to the potential employee and the individual is moved to “Offer Letter” in Cornerstone.
3. Hiring department submits a background check (BGC) on the minor’s supervisor to HR. USM does not complete background checks on minors. [Background check information sheet from RedTail](#)
4. The Personnel Action Form (PAF) is completed and sent to HR. HR recommends that this process begin at least one month prior to the anticipated start date.
5. If the potential employee is new to the University, they will need to come by our office to complete the Tax Packet before they can begin working. The minor **must** be accompanied by a parent or guardian. **The potential employee cannot start work until ALL paperwork has been submitted to HR.**
 - a. The potential employee will need to bring two forms of original ID (Examples: Driver’s license, Social Security Card, Birth Certificate, Passport). Keep in mind that must be the original forms of ID (We cannot accept copies of these IDs) and that both documents have the exact same name on them.
 - b. The potential employee will also need to provide either a voided check or a document from their bank that has their routing and account numbers on it.
 - c. Please notify HR of any potential employees that are not local as they will need to complete certain forms with a notary.

Reminders for hiring a Minor:

- They are hired as a Part Time Staff member. This means they can only work 19 hours.
- A parent or guardian **must** be present in HR with minor when completing HR paperwork.
- Yearly background checks must be completed on supervisors if minor is being rehired.
- If minor turns 18 while working, they must compete a background check.
- Minors cannot work “40 hours for 3 months”.
- All temporary staff are paid on an hourly basis every two weeks. [Biweekly Pay Date Calendar](#)
- Minimum wage is currently \$7.25/hr.
- Temporary staff earnings hit the wage line of the budget.