

SUPERVISOR MANUAL

Student Employment Office



A Guide for Student Employment Supervisors

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PURPOSE

The Student Employment Program at Southern Illinois University Carbondale is designed to provide students with part-time employment experience, supplemental finances, and educational benefits outside the classroom. Students can gain valuable work experience related to their major field of study while employed in various academic units or departments. The Student Employment Program is financially rewarding to students by providing income to be used for educational expenses. The financial independence student employment provides can also give the student a sense of self-worth, which can result in improved academic success and interpersonal relationships. Student employment offers an opportunity for students to connect with role models in their respective fields and secure employment references. In general, the Student Employment Program is dedicated to enhancing student development by offering challenging experiences and teaching responsibility.

The university community receives many benefits from employing students on campus. The student population provides the university with an educated, ambitious, and energetic workforce, whose diverse cultural backgrounds also provide a reciprocal opportunity for cultural exchange. Also, by utilizing Federal Work-Study (FWS) allocations to hire students who have accepted an FWS award, hiring departments maintain a lower payroll expense.

The Student Employment Program is a cooperative effort between the Student Employment Office, Career Development Center, Financial Aid, Payroll, Accounts Payable, and the University hiring departments. Southern Illinois University Carbondale is a member of the National Student Employment Association (NSEA) and employs approximately 2,000 students on campus annually. Each year, in cooperation with NSEA, the Student Employment Office sponsors an annual “Student Employee of the Year Award” and “Student Employment Supervisor of the Year Award” as of Spring 2020.

This manual has been developed to assist departmental staff in achieving the most positive outcome for employer-student employee relations. It also serves as a helpful reference tool in answering questions pertaining to the Student Employment Program. You may contact the Student Employment Office either by phone at 453-2391, by email at studentemployment@siu.edu, or through campus mail to Student Services Building, 1st Floor, Suite 0110, MC 4703. Additional information regarding student employment may also be found on the Student Employment website at <http://studentjobs.siu.edu>.

STUDENT EMPLOYMENT REQUIREMENTS

Enrollment Requirements

Student employees are required to be enrolled for a minimum number of credit hours at SIU Carbondale to be employed in the student employment program. Student employees who withdraw or drop below the minimum enrollment requirements are not eligible to continue to work on campus until enrollment is increased to at least the minimum requirements. Audit hours do not qualify as credit hours for student employment purposes. Enrollment requirements were established to comply with the U.S. Department of Education, United States Citizenship and Immigration Services, and Internal Revenue Service regulations.

If a student is found to no longer meet the minimum number of credit hours to work and does not have an enrollment exception on file, the Student Employment Office will send a notification to the employer via the Under Hours Enrollment Report.

Fall and Spring Semesters

U.S. citizens, permanent residents, and students with non-citizen in-state status

Undergraduate and graduate student employees must enroll and continue to be enrolled for a minimum of 6 credit hours to be eligible for student employment during fall and spring semesters. Graduate students who are also employed as a graduate assistant on a quarter-time basis must be enrolled for a minimum of 8 credit hours. Doctoral students who have achieved candidacy and Master's students in their last semester must be enrolled for a minimum of 6 credit hours.

International Students

Undergraduate international student employees must enroll and continue to be enrolled for a minimum of 12 credit hours, and international graduate student employees must enroll and continue to be enrolled for a minimum of 9 credit hours to be eligible for student employment during fall and spring semesters. International students who are also employed as a graduate assistant on a quarter-time basis must be enrolled for a minimum of 8 credit hours.

Summer Semester

U.S. citizens, permanent residents, and students with non-citizen in-state status

Undergraduate, graduate, and continuing international student employees must enroll and continue to be enrolled for a minimum of 3 credit hours to be eligible for student employment during the summer semester.

International Students

New international students must be enrolled and continue to be enrolled for a minimum of 6 credit hours to be eligible for student employment during the summer semester.

Enrollment Requirements Chart

U.S. Citizens and Permanent Residents	Fall and Spring Semesters	Summer Semester
Undergraduate	6 Credit Hours	3 Credit Hours
Graduate – not also employed as a graduate assistant	6 Credit Hours	3 Credit Hours
Graduate – also employed as a graduate assistant	8 Credit Hours	3 Credit Hours
Doctoral students (achieved candidacy) & Masters students (last semester)	6 Credit Hours	3 Credit Hours

International Students	Fall and Spring Semesters	Summer Semester
Undergraduate – Continuing Students	12 Credit Hours	3 Credit Hours
Undergraduate – New International Students	12 Credit Hours	6 Credit Hours
Graduate – not also employed as a graduate assistant	9 Credit Hours	3 Credit Hours
Graduate - also employed as a graduate assistant	8 Credit Hours	3 Credit Hours
Doctoral students (achieved candidacy) & Masters students (last semester)	6 Credit Hours	3 Credit Hours

Enrollment Requirement Exceptions

Student employees graduating at the end of a given semester or graduate students completing a thesis or dissertation may request an exception to the enrollment requirement (for non-Federal Work-Study only), provided that only a thesis or dissertation is left to complete or that this is the final semester before graduation. Documentation must be submitted to the Student Employment Office. Approval of the exception must be granted by Human Resources and the State Universities Civil Service System **before** you may begin to work. Student employees granted an exception must be enrolled for at least 1 credit hour at SIUC.

Note: The Student Employment Office verifies enrollment and notifies the employer if a student is not enrolled for the minimum number of credit hours and there is no enrollment exception on file. The exception must be reapplied for if the student does not graduate at the end of the semester.

Eligibility Requirements

Basic Requirements

- ☐ Student employees must be at least 16 years of age.
- ☐ Student employees must comply with the Selective Service Registration Requirements.
- ☐ Student employees must not be in default (for six months or more and \$600 or more) on the repayment of an educational loan for attendance at an institution of higher education.
- ☐ Student employees must comply with the Drug-Free Workplace Guidelines
- ☐ Student employees must comply with policies of the Board of Trustees of Southern Illinois University, requiring all newly hired and rehired employees, as a condition of employment to participate in a direct deposit program.

Paperwork Required

- ☐ Student employees must comply with the Immigration Reform and Control Act of 1986 and have the Employment Eligibility Verification form (I-9) completed by the hiring department.
- ☐ Students must complete the offline Ethics Training for Student Employees, the Illinois Mandated Reporter Training, and the Harassment and Discrimination Prevention Training at the time of hire.
- ☐ Students must comply with the Illinois Campus Security Act requiring a pre-employment background investigation for student employment positions identified as security-sensitive positions. The student must submit their "Authorization to Hire" letter to the Student Employment Office, along with their Student Employment Referral, I-9 Form, and other hiring documents.
 - a. Security sensitive positions has one or more of the following
 - i. employment which involves working with minors or individuals with intellectual disabilities
 - ii. employment which includes providing for the safety of students, faculty, and staff
 - iii. employment having regular access to controlled substances, or
 - iv. employment which provides significant overall responsibility, defined at \$50,000 or more per day, for the control of university financial resources.

Additional Requirements for Athletes

- ☐ NCAA athletes must comply with NCAA regulations regarding the employment of student-athletes. The Coordinator of Student-Athlete Employment determines employment eligibility and grants permission for a student job.

Additional Requirements for International Students

- ☐ International students must comply with the United States Citizenship and Immigration Services regulations.
- ☐ International students must meet with the International Tax Specialist to complete the hiring process and establish a number for payroll tax purposes.
- ☐ International students must take verification of issuance to the International Tax Specialist to update payroll when a permanent Social Security Number is issued to them.

Referral Requirements

U.S. citizens, permanent residents, and students with non-citizen in-state status

- U.S. citizens, permanent residents, and students with non-citizen status must obtain a Student Employment Referral online through their personal SalukiNet account.

International Students

- International students must be determined eligible for employment and obtain a Student Employment Referral from International Students and Scholars.
- International students must meet with the International Tax Specialist to complete the hiring process and establish a number for payroll tax purposes.
- International students must take verification of issuance to the International Tax Specialist to have payroll updated when a permanent Social Security Number has been issued to them.

RESPONSIBILITIES OF EMPLOYMENT DEPARTMENT

Departments are expected to provide work for student employees for at least one semester unless provisions for short-term employment are made and understood. If circumstances make it necessary to terminate a student's employment during a semester for reasons other than unsatisfactory work performance, employers should give the student employee a two-week notice prior to termination. If a department must terminate immediately, the department should provide the student with the specific reason for termination at the time of their separation.

Employing departments should provide student employees with the following written information: departmental policies; duties to be performed; and number of hours that the student employee can expect to work. Employing departments wanting to enforce more conservative work eligibility requirements other than those required by the Student Employment Office must obtain approval from the Student Employment Office and provide these requirements in writing to all student employees within the department before the term of employment begins.

Student employees required to work when SIUC is closed must be informed by the employing department of this requirement at the time of hire. Otherwise, the student employee cannot be required to work during the closure. Student employees who are scheduled to work but are not required to report during university closure will not be paid. Student employees who are scheduled and required to work when the university is closed will be paid at the regular rate for the actual number of hours worked.

Employees who work for 7 ½ continuous hours or longer must have at least 20 minutes unpaid time for meal period no later than 5 hrs after the start of the work shift. Reasonable bathroom breaks do not count towards the meal break.

Employees who work for 4 continuous hours are allowed a reasonable 5-10 min paid on campus break scheduled by the department manager. Reasonable bathroom breaks do not count towards the 5 -10 min break.

Student employees are not paid for scheduled hours missed for holidays, jury duty, funerals, illness, military obligations, or voting.

Student employees should not be scheduled for work or allowed to work during class time. Student employees may not work more than 20 hours per week. Student employees working more than one job on campus may

not exceed these limits for the total hours worked at all jobs combined. Student employees working over the allowable limits will be terminated from the payroll by the Student Employment Office if they continue exceeding this limit.

According to Immigration and Naturalization Service regulations, the employment of international students is limited to a maximum of 20 hours per week. Student employees working more than one job on campus may not exceed these limits for the total hours worked at all jobs combined. An international student employee who works more than 20 hours per week during the semester will be terminated from the payroll by the Student Employment Office if they continue to exceed this limit.

Student employees working 4 consecutive hours are entitled to a paid 15-minute break during work hours. Students are not eligible for a break if working less than 4 consecutive hours.

Employment of student employees may not result in the displacement of civil service or other full-time faculty/staff.

Each employer must verify the identity and work eligibility of student employees at the time of hire. Students who are unable to provide the necessary documentation are not eligible to work.

- Employing departments should not allow a student to begin work until a Supplemental Time Card from the Student Employment Office has been received.
- Student employees may begin work on the first day of the semester Student payroll calendar. Student employees not returning to school the following semester are eligible to work until the last day of the current semester payroll calendar. Semester payroll dates, announced by the Payroll Office, relate to but are not exactly the same as the academic semester calendar.
- Departments must comply with the Illinois Campus Security Act requiring a pre-employment background investigation for student employment positions identified as security sensitive. The student must submit an "Authorization to Hire" letter to the Student Employment Office, along with their other hiring documents. Security sensitive positions are described as 1) employment which involves working with minors or individuals with intellectual disabilities, 2) employment which includes providing for the safety of students, faculty, and staff, 3) employment having regular access to controlled substances, or 4) employment which provides significant overall responsibility, defined at \$50,000 or more per day, for the control of university financial resources.

MAXIMUM WORK HOURS AND MULTIPLE JOBS POLICY

The following maximum work hours and multiple job restrictions were established to comply with university policy, the United States Citizenship and Immigration Services, and Internal Revenue Service regulations.

If a student is employed in more than one student employment position, the combined hours worked in all student employment jobs cannot exceed the total hours set forth below. The Student Employment Office monitors maximum work hours and will notify you and your employer if you exceed the maximum number of hours you are allowed to work.

The first time a student exceeds the number of hours they are allowed to work, they will receive a warning notice. The second time they exceed the number of hours they are allowed to work, they will receive a termination notice.

If you believe the hours reported are incorrect, please contact your employer. Your employer must verify that your hours were misreported and provide documentation via e-mail to the Student Employment Office.

U.S. citizens and permanent residents will need to contact the Student Employment Office regarding re-eligibility for student employment due to termination for maximum hours violation. International students will need to contact the Center for International Education (CIE) regarding the process of applying for reinstatement with the United States Citizenship and Immigration Services.

Break periods are defined as a duration of 5 days or more.

Undergraduate/Graduate/Housing/Community Assistants

- **U.S. citizens, permanent residents, and students with non-citizen in-state status** employed in the student employment program and as an undergraduate/graduate/housing/community assistant on a 25% basis (10 hrs/wk) can work up to 10 hours a week, fall and spring semesters, and 27.5 hours during summer semester and breaks.
- **U.S. citizens, permanent residents, and students with non-citizen in-state status** employed in the student employment program and as an undergraduate/graduate/housing/community on a 37.5% basis (15 hrs/wk) can work up to 5 hours a week, fall and spring semesters, and 22.5 hours during summer semester and breaks.
- **U.S. citizens, permanent residents, and students with non-citizen in-state status** employed as an undergraduate/graduate/housing/community assistant on a 50% basis (20 hrs/wk) are not eligible to be employed in the Student Employment Program during the fall and spring semesters but can work 17.5 hours during the summer semester and breaks.
- **International students** employed in the student employment program and as an undergraduate/graduate/housing/community on a 25% basis (10 hrs/wk) can work up to 10 hours a week during the fall, spring, summer semesters, and 27.5 hours a week during breaks.
- **International students** employed in the student employment program and as an undergraduate/graduate/housing/community on a 37.5% basis (15 hrs/wk) can work up to 5 hours a week during the fall, spring, summer semesters, and 22.5 hours a week during breaks.
- **International students** employed as an undergraduate/graduate/housing/community on a 50% basis (20 hrs/wk) are not eligible to be employed in the Student Employment Program during the fall, spring, and summer semesters, but can work 17.5 hours during breaks.

Faculty/Staff or Civil Service (including extra-help)

- Students employed as faculty/staff or civil service (including extra-help) are not eligible to be employed in the Student Employment Program.

Maximum Work Hours and Multiple Jobs Policy Chart

U.S. Citizens and Permanent Residents	Fall and Spring Semesters (school is in session)	Summer Semester (school is in session)	Interession and break periods (school is NOT in session)
Employed only in the Student Employment Program	20 hours per week	37.5 hours per week	37.5 hours per week
Employed in the student employment program and as elsewhere on campus (undergraduate assistant, graduate assistant, housing RA, community assistant, ect.) on a 25% basis (10 hrs/wk)	10 hours per week	27.5 hours per week	27.5 hours per week
Employed in the student employment program and as elsewhere on campus (undergraduate assistant, graduate assistant, housing RA, community assistant, ect.) on a 37.5% basis (15 hrs/wk)	5 hours per week	22.5 hours per week	22.5 hours per week
Employed in the student employment program and as elsewhere on campus (undergraduate assistant, graduate assistant, housing RA, community assistant, ect.) on a 50% basis (20 hrs/wk)	Not eligible to be employed in the Student Employment Program	17.5 hours per week	17.5 hours per week
Employed as <u>faculty/staff or civil service (including extra-help)</u>	Not eligible to be employed in the Student Employment Program	Not eligible to be employed in the Student Employment Program	Not eligible to be employed in the Student Employment Program

Maximum Work Hours and Multiple Jobs Policy Chart

International Students	Fall and Spring Semesters (school is in session)	Summer Semester (school is in session)	Intercession and break periods (school is NOT in session)
Employed only in the student employment program.	20 hours per week	20 hours per week	37.5 hours per week
Employed in the student employment program and as elsewhere on campus (undergraduate assistant, graduate assistant, housing RA, community assistant, ect.) on a 25% basis (10 hrs/wk)	15 hours per week	15 hours per week	32.5 hours per week
Employed in the student employment program and as an undergraduate assistant on a 25% basis (10 hrs/wk)	10 hours per week	10 hours per week	27.5 hours per week
Employed in the student employment program and as elsewhere on campus (undergraduate assistant, graduate assistant, housing RA, community assistant, ect.) on a 37.5% basis (15 hrs/wk)	5 hours per week	5 hours per week	22.5 hours per week
Employed in the student employment program and as elsewhere on campus (undergraduate assistant, graduate assistant, housing RA, community assistant, ect.) on a 50% basis (20 hrs/wk)	Not eligible to be employed in the student employment program	Not eligible to be employed in the Student Employment Program.	17.5 hours per week
Employed in the student employment program and as faculty/staff or civil service (including extra-help)	Not eligible to be employed in the student employment program	Not eligible to be employed in the student employment program	Not eligible to be employed in the student employment program

STUDENT EMPLOYMENT JOBS

Advertising Vacancies

A job vacancy is submitted by the employing department to the Student Employment Office by completing the online student job form. Hiring departments will need to go to the student employment website and click the [“Submit a Job Posting Link.”](#) Once you fill out the [online student jobs form](#), we will post your position to “Hire a Saluki,” powered by Handshake, and students will apply directly in the system. The job vacancies are posted on “Hire a Saluki” so that all students will have equal access to the information.

Information provided on the form should include a start date for the appointment, department name, job title, salary, job location, job classification, job description and special requirements, whether the job is to be listed as FWS or non-FWS, whether the job should be listed as security-sensitive and all applicable contact information.

When a department has decided to hire a student employee, the employing department completes the employing unit section of the Student Employment Referral, (I-9) form, and other hiring documents (including the authorization to hire letter if it is a security-sensitive position).

All students to be employed must return the completed Student Employment Referral, I-9, and other hiring documents in-person to the Student Employment Office and obtain a yellow Supplemental Payroll Time Card to begin work.

Many accounts are designated as having multiple-function capabilities for indirect cost purposes. These accounts require an A-21 form (Student Employees Effort Distribution). If the account is a multi-function account, the completed A-21 form should be stapled to the back of the Student Employment Referral so that the student employee can simultaneously return both forms to the Student Employment Office.

Once a position has been filled, the employer must contact the Student Employment Office and indicate that the position is filled and the job announcement should be closed.

Security-Sensitive Positions

In compliance with the Illinois Campus Security Act, security-sensitive student employment positions are described as 1) employment which involves working with minors or individuals with intellectual disabilities, 2) employment which includes providing for the safety of students, faculty, and staff, 3) employment having regular access to controlled substances, or 4) employment which provides significant overall responsibility, defined at \$50,000 or more per day, for the control of university financial resources.

If your department needs to create a new student employment position that meets the requirements of security-sensitive, please contact the Student Employment Office, who, in conjunction with Human Resources, will determine if a pre-employment background investigation would be required for the position.

Whenever a security-sensitive position is marked, a statement will populate on your posting advising, “This is a security-sensitive position. Before any offer of employment is made, the University will conduct a pre-employment background investigation, which includes a criminal background check.”

NOTE: Before any offer of employment is made for a security-sensitive position, the prospect must complete the online [Authorization for Release of Information](#) (e-Form hro1055). With this form, the student authorizes the release of information for a background investigation, and the hiring department provides internal information to process the request (including department billing information). The form is required during the department’s creation of a security-sensitive (SS) position.

STUDENT EMPLOYMENT HIRING PROCESS

Determining Who to Hire

The employing department must require a recent work referral (less than 30 days) for the same semester as the anticipated start date to determine eligibility prior to the interview process. The Student Employment Referral indicates student eligibility for student employment. No applicant can be hired for student employment until they present their Student Employment Referral to the employer.

A student's employment eligibility is determined by enrollment data stored in the Student Information System (Banner) which makes it possible for a non-international or permanent resident to upload into their application a student employment work referral via their personal SalukiNet account and the International Students & Scholars Office to provide a student employment work referral and Visa Status Verification to an international student for upload into their online application.

The employing department may not discriminate in the promotion, hiring, or termination practices on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, or marital status.

Student Employment Referral

SECTION 1

This section is used to inform the department when the student is eligible to begin work, what the student's base wage rate will be, and the student's Federal Work-Study eligibility.

When the box, "*Student is eligible for Regular Student Employment only*" is checked:

The student has either not filed a financial aid application or has filed a financial aid application and is not eligible for FWS, or not accepted the FWS award in the financial aid section of their SalukiNet. When this is the case, the student will be paid from Regular Student Employment funds.

NOTE: If at some point the student files a financial aid application and is determined to be FWS eligible, upon acceptance of the award in SalukiNet, they will automatically become eligible for FWS.

When the box, "*Student has accepted a Federal Work-Study Award*" is checked:

The student has been determined to have financial need based on the information provided by the student and/or spouse and/or parents (if applicable) on the Free Application for Federal Student Aid (FASFA), and the student has accepted an FWS award.

The "Current Work Award Balance" on the Student Employment Referral is the amount of the student's FWS award that has not been earned. This amount may change when new information or additional financial aid awards cause the student's eligibility for financial assistance to be adjusted.

SECTION 2

To be completed by the employing department. This section is the information needed to populate the student employment data on the AIS payroll record.

- Position Number – The position number assigned (by the Student Employment Office) for the specific job within your department the student is being employed. (This number is in the [Student Employment Job Classifications](#) list on the Student Employment Office's website within the Employer Information tab.)
- Begin Date – The date the student is to begin work. This date should not be before the date identified in Section 1 as the date the student is eligible to start work. A letter of justification will be required if a

student began work before the Begin Date on the Referral, or if a student presented the work referral more than one pay period past the Begin Date indicated on the Referral.

- Job Classification – The position title matching the position number.
- Employing Department – The department assigned to the position number.
- Contact Person – An individual who can be contacted if there are questions concerning the Referral.
- Phone Number – Phone number of the contact person.
- Mail code – Mail code for the employing department.
- Community Service Job Number (if applicable).
- Excess Qualifications/Market Adjustment Increase Amount (if applicable).
- Budget Purpose Description - HRMS does not automatically generate the segments of the account number based upon the budget purpose; therefore, the form preparer must provide:
 - -Budget Purpose Description
 - -Fund
 - -Unit
 - -Budget Purpose
 - -Department Activity 1 & 2 when applicable (If left blank they will be assigned 00000)
 - -Function
 - -Natural Account
 - Use “50000” if this is an account with a line item expenditure budget.
 - Use “60000” if this is an account with a pooled expenditure budget.
 - You should provide information from any accounts a student is likely to be paid out of for this assignment. Space has been provided for up to three accounts; if additional accounts are needed, complete the Student Employment Change in Assignment Costing form and attach it to the Student Employment Referral.
 - **NOTE:** Please remember that many accounts are designated as having multiple-function capabilities for indirect cost purposes. These accounts require an A-21 form (Student Employees Effort Distribution form A-21). If your account is a multi-function account, the completed A-21 form should be stapled to the back of the Student Employment Referral so that the student can simultaneously return the forms to the Student Employment Office.
- Obtain Fiscal Officer Signatures - If the Student Employment Referral contains accounts in which there are different fiscal officers, the signatures of all fiscal officers are required.

Departments should maintain a copy of the completed Student Employment Referral for their records.

SECTION 3

Signed and dated by the student before they return the Student Employment Referral to the Student Employment Office.

SECTION 4

Completed by the Student Employment Office.

Upon receipt of the hiring documents, the Student Employment Office will ensure the student is still eligible for employment and will assign the appropriate rate of pay. Hiring information will be entered into HRMS, and the

assignment number determined. This number will appear on the Student Employment Time Entry report and will be required when completing most student employment e-Forms.

Employment Eligibility Verification Form I-9

All students must comply with the Immigration Reform and Control Act of 1986. Each hiring department must verify the identity and work eligibility of student employees at the time of hire on form I-9, available at <http://www.uscis.gov/files/form/i-9.pdf>, and also linked on the Student Employment Office and HR website. Students unable to provide the necessary documentation are not eligible to work.

Departments must use the current form with expiration 10/31/22 indicated in the upper right corner.

SECTION 1

Must be completed and signed by the student employee by the first day of employment.

SECTION 2

Must be completed by the hiring department upon verification of the student's identity and work eligibility within three business days of the first date of employment.

The verifier (representative of the hiring department) **MUST**:

- review and certify (record) student's documentation.
- complete document information for List A or **BOTH** Lists B and C (Identification numbers and/or expiration dates where applicable).
- sign and date the certification section (name, title, and department).

Hiring Paperwork

In addition to the Student Employment Referral and form I-9, six additional documents are necessary to complete the hiring process with the student. These are as follows:

- **Ethics Training**
 - Students need to read the Ethics Training document and complete the last page.
 - The last (signature) page only should be included with the hiring documents.
- **Illinois Mandated Reporter Acknowledgement Form**
 - Students must read and sign the acknowledgment.
- **Harassment and Discrimination Prevention Training**
 - Students must read and sign the acknowledgment.
 - The last (signature) page only should be included with the hiring documents.
- **Payroll Form**
 - Students must fill out a Payroll form for the distribution of their payroll earnings.
 - **NOTE:** Electronic Direct Deposit is a condition of employment at SIU. Students must have a direct deposit into either a personal checking or savings account or an established debit account.
 - Students currently participating in the Student Employment Program in another position, or were previously employed, must complete the payroll form and provide their account and bank routing numbers again.
- **W-4 Tax Form** – Federal W-4 (top of form): IL W-4 (bottom of form)
 - Students must complete, sign, and date both sections of the form.

- Students should be prepared to fill out the requested information or seek advice from an outside source or tax official.
- **Student Data Form**
 - This form is not to be completed until an official offer of employment has been made. The student is required to provide the information to assist the University in fulfilling its obligations under federal and state reporting requirements as well as for internal record keeping.

Related Documents:

- Statement of Purpose for Collection of Social Security Numbers – Is available to hiring departments to provide new student employees and retain within the hiring department.
- A-21 form - Will be accepted with the hiring documents from departments who utilize this information.
- Authorization to Hire letter – Must be submitted with the hiring packet for all security-sensitive positions.

Completing the Hiring Process

All hiring documents must be completed and approved before a student begins employment.

Upon employment, international students must contact by e-mail the International Tax Specialist at payroll@siu.edu regarding their W-4 and Direct Deposit Authorization form if they marked “An alien authorized to work until __/__/__” on the form I-9.

U.S. citizens, permanent residents, and international students must take all completed hiring documents to the Student Employment Office, Student Services Building Room 110, before they may begin work.

All hiring documents must be submitted in person by the student employee.

Authorization to Begin Employment

Supplemental Payroll Time Card:

- Confirms the student completed the hiring process and that all hiring documents were accepted at the Student Employment Office.
- Confirms the student is now considered an authorized student employee.
- To be used by the hiring department to submit hours for the student’s first pay period ONLY if the student does not appear on the Student Time Report for the pay period indicated.
- Do not allow the student to work unless they provide you a Supplemental Payroll Time Card.

SIU STUDENT EMPLOYMENT SUPPLEMENTAL PAYROLL TIME CARD

Pay Period From: _____ To: _____
 Employee Name: _____ Employee ID: _____
 Job Description: _____ Department: _____

Budget Purpose #		Budget Purpose #		Budget Purpose #	
Dept. Activity 1		Dept. Activity 1		Dept. Activity 1	
Dept. Activity 2		Dept. Activity 2		Dept. Activity 2	
Wk 1 Non Com Ser Hours		Wk 1 Non Com Ser Hours		Wk 1 Non Com Ser Hours	
Wk 2 Non Com Ser Hours		Wk 2 Non Com Ser Hours		Wk 2 Non Com Ser Hours	
Wk 1 Com Ser Hours		Wk 1 Com Ser Hours		Wk 1 Com Ser Hours	
Wk 2 Com Ser Hours		Wk 2 Com Ser Hours		Wk 2 Com Ser Hours	
Wk 1 Am Read Hours		Wk 1 Am Read Hours		Wk 1 Am Read Hours	
Wk 2 Am Read Hours		Wk 2 Am Read Hours		Wk 2 Am Read Hours	
Wk 1 Am Count Hours		Wk 1 Am Count Hours		Wk 1 Am Count Hours	
Wk 2 Am Count Hours		Wk 2 Am Count Hours		Wk 2 Am Count Hours	
Wk 1 Am Lit Hours		Wk 1 Am Lit Hours		Wk 1 Am Lit Hours	
Wk 2 Am Lit Hours		Wk 2 Am Lit Hours		Wk 2 Am Lit Hours	

I hereby certify that the above time recorded is correct and unless noted otherwise all work has been performed in a satisfactory manner. I also certify that all hours reported as Community Service, America Reads, America Counts, and Family Literacy meet the definition and the position has been approved for funding.

Fiscal Officer Signature: _____
 Date: _____

STUDENT EMPLOYMENT PAYROLL PROCESS

Procedures for Submitting Time Records for Payroll Purposes

The department must record on a daily basis the time a student employee works and must document the student's name, assignment number or student identification number, payroll period, daily hours worked, and total hours worked each week. Hours worked need to be reported during the payroll period in which the hours were actually worked, and only those hours actually worked should be reported. Departments are to keep the time records, the Student Employment Time Report, the Student Employment Payroll Certifications, and any other documentation on file and available for review for a minimum of three years.

Time Entry

Hours worked during the first and second weeks of the pay period should be entered by department staff into the Administrative Information System (AIS) student employment time entry program. Hours worked for a student who does not appear on the Student Employment Time Report must be submitted on either a yellow Supplemental Payroll Time Card (to the Payroll Office) or a Student Employment Unpaid Hours form (to the Student Employment Office).

On-Line Time Entry

Departments who have been selected to enter time for their students directly into the Administrative Information System should refer to the AIS Time Entry training manual.

Supplemental Payroll Time Cards

Student employees who begin work after the deadline to be included on the Student Employment Time Report will be given a yellow Supplemental Payroll Time Card. Any hours worked during the bi-weekly period specified on the Supplemental Payroll Time Card should be logged on this time card as indicated.

Unpaid Hours Form

Student employees who do not appear on the Student Employment Time Report or for whom you do not have a Supplemental Payroll Time Card may not be an authorized employee. The department must contact the Student Employment Office if this situation arises. Once it has been established that the student is an authorized employee, the department will need to complete a Student Employment Unpaid Hours form. Hours worked in a prior payroll period that was not submitted during that payroll period must be submitted on a Student Employment Unpaid Hours form.

Reporting Time via Unpaid Hours Form

If a student employee is due previous unpaid hours that were not turned in to Central Payroll, or if a student employee does not appear on the Student Employment Time Report do not:

- Report hours worked in a prior pay period on the “current” Student Employment Time Report
- Manually add a student to the Student Employment Time Report
- Submit a Supplemental Payroll Time Card to Central Payroll after the payroll has run for the time period indicated on Supplemental Payroll Time Card

Hours worked in a previous pay period may not be added to current pay period hours on the Student Employment Time Report. Doing so may cause the student to exceed the maximum hours authorized to work, which, in effect, may cause the student to appear on the Over Hours Report and result in their termination from employment.

If a student employee worked and did not appear on the Student Employment Time Report, or provide you a Supplemental Payroll Time Card, contact the Student Employment Office at 453-2391.

Non-payment due to error must be submitted to the Student Employment Office by completing a Student Employment Unpaid Hours form. A department may request a Quick Pay if a student’s circumstances are such that they cannot wait until the next scheduled pay date to receive a check.

All Student Employment Unpaid Hours forms must be submitted either by fax to 453-4612, scanned to email studentemployment@siu.edu, or sent to the Student Employment Office MC 4703 through campus mail.

Overtime charges:

When a student works in multiple departments, and overtime occurs, one department will be determined for the overtime charges.

The Student Employment Time Report is issued for each budget purpose from which student employees are eligible to be paid.

- Authorized student employees are listed on the Student Employment Time Report in alphabetical order.
- Assign ID – the student employee’s assignment number.

- Hourly Rate – the rate of pay a student employee will be paid for time turned in on a specific budget purpose.
- Time entry fields are used to record the number of hours worked to the nearest tenth of an hour for a specific week, in a specified bi-weekly pay period (e.g., 13.6). If no hours were worked, 0 (zero) must be entered. You will enter time into the appropriate field, from the list of the next ten fields, which are shown on the Student Employment Time Report:
 - Non-Community Service – NON-COM WK1
 - Non-Community Service – NON-COM WK2
 - *Community Service – COM SER WK1
 - *Community Service – COM SER WK2
 - *America Reads – AM RD WK1
 - *America Reads – AM RD WK2
 - *America Counts – AM CTS WK1
 - *America Counts – AM CTS WK2
 - *Family Literacy – FM LIT WK1
 - *Family Literacy – FM LIT WK2
 - **NOTE:** The asterisk* above refers to time entry fields in which departments must have an approved Community Service job description on file in the Student Employment Office to submit Community Service hours. Only student employees who have been identified as performing Community Service or Community Service Tutoring will have unblocked time entry fields on the Student Employment Time Report.
- Act 1 – the Departmental Activity 1, which will be charged for hours worked (if applicable).
- Act 2 – the Departmental Activity 2, which will be charged for hours worked (if applicable).
- The fiscal officer or approved designate must sign to approve the payroll (designate must provide full signature).
- Record the date of the signature.
- Make a copy for departmental records.
- Return the **original** Student Employment Time Report, along with any Supplemental Payroll Time Cards, to Central Payroll by noon on the Monday following the end of the indicated pay period.

The employing department **MUST** keep a copy of the Student Employment Time Report, along with the Time Recording Sheets for three years. If you have questions regarding the reporting of hours, or if any of the information on the Student Employment Time Report appears incorrect, please contact the Student Employment Office at 453-2391.

Payroll Certifications

The following data is on the Student Employment Payroll Certification which is mailed to the fiscal officer: name; hourly rate; total hours; Regular Wages; Community Service, Non-Community Service, America Reads, America Counts, Family Literacy, FWS earnings and corresponding Institutional Match; other wages; total wages; FWS remaining work award; enrollment type; enrollment hours.

The FWS award is the total a student can earn on FWS for an award period. The remaining work award on this report is the balance after the student's bi-weekly earnings are subtracted. The remaining work award for an FWS student alerts the fiscal officer to the remaining amount of FWS eligibility the student has left to earn for the award period.

Payment Schedule

Students will be paid on a bi-weekly basis (every other Friday). Student employment payroll periods run Sunday through Saturday, with the payday being the second Friday following the end of the payroll period. If the scheduled payday falls on a day in which the University is closed, the scheduled payday may be moved to an earlier day.

SIU Carbondale requires all employees to participate in the University's direct deposit program. Earnings may be directly deposited into a checking or savings account at the financial institution of choice or an established debit account. The electronic direct deposit form is available on the Payroll website hr.siu.edu/payroll/, or on the Student Employment website at <http://studentjobs.siu.edu> (located within "Employer Forms").

NOTE:

- The exact distribution of a student employee's pay will be available to them on their SalukiNet record.
- Students who hold more than one student employment position during a pay period will receive multiple payments on the scheduled payday, one for each position in which time was recorded.

FEDERAL WORK-STUDY (FWS PROGRAM)

The Federal Work-Study (FWS) program is one of the Federal Campus-Based Aid Programs. Each year Southern Illinois University Carbondale receives an allocation from the U.S. Department of Education which is used to provide FWS awards to students as part of their financial aid package.

A department's Vice Chancellor's area determines the distribution of FWS allocation to employ students who have been awarded FWS. When federal funds are available in the applicable AIS account, and the student employee has been determined to be FWS eligible, the employing department will pay 25% of a student employees' wages (Institutional Match), and the remaining 75% will be paid from the department's FWS funds.

FWS funds cannot be used for any purpose other than wages of FWS student employees and may not be carried over to a subsequent fiscal year.

The FWS program will not allow any AIS budget purpose to expend Community Service, Non-Community Service FWS, America Reads, America Counts, or Family Literacy if the budget purpose's remaining FWS allocation is not large enough to cover the FWS expenditure for a student. As a result, the student employee will be paid 100% of the budget purpose's non-Community Service "Regular" funds.

FWS awards for fall and spring semesters are combined to arrive at a total award for both semesters. The total award amount appears in Section 1 on the Student Employment Referral. FWS is not available for the summer semester.

Contact your Vice Chancellor's area to inquire about a budget adjustment on Non-Community Service FWS. Contact the Financial Aid Office to inquire about a budget adjustment on Community Service FWS. Contact the Student Employment Office to ask about positions you feel may qualify to be classified as Community Service.

Instruct student employees to finalize their financial aid early; a student not authorized to be paid from FWS funds will have their entire earnings paid from the department's regular funds.

Federal Work-Study (FWS) Budgets & Expenditures

FWS has been designated a specific fund value in AIS. SIU Carbondale FWS fund value is 2150000.

FWS funds are allocated separately for Non-Community Service, Community Service, America Reads, America Counts, and Family Literacy. The AIS FWS budget object codes are:

- 4254 - FWS Non-Community Service Budget
- 4259 - FWS Community Service Budget
- 4264 - FWS America Reads Budget
- 4269 - FWS Family Literacy Budget

- 4274 - FWS America Counts Budget

The federal share for Non-Community Service and Community Service earnings is currently 75%. The federal share for America Reads, America Counts, and Family Literacy is currently 100%. The AIS FWS expenditure object codes are:

- 4251 - FWS Non-Community Service Expenditure
- 4256 - FWS Community Service Expenditure
- 4261 - FWS America Reads Expenditure
- 4266 - FWS Family Literacy Expenditure
- 4271 - FWS America Counts Expenditure

The institutional match for Non-Community Service and Community Service earnings is currently 25%. The institutional match for America Reads, America Counts, and Family Literacy is currently 0%. The AIS FWS institutional match object codes are:

- 4204 - FWS Non-Community Service Institutional Match
- 4205 - FWS Community Service Institutional Match
- 4206 - FWS Family Literacy Institutional Match
- 4207 - FWS America Reads Institutional Match
- 4208 - FWS America Counts Institutional Match

If an FWS student's earnings for a payroll period exceed their remaining work award, or the departments remaining FWS funds, the excess amount will be charged to the department's regular wages. The AIS regular wage expenditure object code is 4201

NOTE: Retroactive adjustments will not be made for students who were not paid FWS funds because an AIS account did not have FWS funds available. It is the responsibility of the department to monitor their AIS accounts and ensure that any necessary FWS budget adjustments are processed in a timely manner.

Federal Work-Study Eligibility and Calculation

Students must be determined eligible to be paid from FWS funds. In order to be paid from FWS funds, a student must:

- be a US citizen
- have an official federal financial aid application on file
- have passed all federally mandated database matches
- have completed Title IV verification (if applicable)
- have accepted an FWS award
- meet the standards of Satisfactory Academic Progress
- not be in default on a student loan
- be degree-seeking
- be enrolled at least half-time

Hiring departments must have FWS funds allocated to the AIS budget purpose for which hours will be submitted.

Students will be paid entirely from regular wages if either the student is determined ineligible for FWS or the AIS budget purpose does not have FWS funds available. Earnings from regular wages will not reduce the student's remaining work award; only the amounts paid from FWS and institutional match funds.

A student's FWS award is reduced at 100% of their earnings.

Processing priority has been determined for the different types of FWS. Priority 1 earnings will be first through FWS calculation; Priority 2 earnings will be second, etc. The following priorities have been established:

- Priority 1 – America Reads, America Counts, and Family Literacy
- Priority 2 – Community Service
- Priority 3 – Non-Community Service

Factors Which May Impact a Student's FWS Eligibility

- Receiving a grant or scholarship not already included in their award package
- Not meeting the standards of Satisfactory Academic Progress
- Changing from a classified student to an unclassified student
- Identified as being in default on a student loan
- Requesting a decrease in FWS to receive a Federal Direct loan (Financial Aid Office requires a memo from the hiring department of any student employee requesting to decrease their FWS award.)

STUDENT EMPLOYMENT PAY STRUCTURE

In most cases, the pay structure of student employees ranges from the SIU Carbondale established minimum wage rate of \$14.00 plus any job classification increase and/or excess qualification increase. All students begin employment at the minimum rate unless they qualify for one or more of the following increases in wage rate:

Increase in Wage Rate

Job Classification Increases

Job Classification Increases in wage rate are applicable only to the approved job classifications and are subject to the following conditions.

- Job classification increases will be paid the SIU Carbondale established minimum wage rate plus the job classification increase with an adjusted maximum wage rate that exceeds the established maximum wage rate by the job classification increase amount.
- Approved job classification titles must be indicated on the Student Employment Referral or on the Student Employment Recommendation for Change in Status form.
- Job classification increases are effective the date they are processed by the Student Employment Office and are not retroactive.

Approved job classification increases are as follows:

Job classification	Increased amount		Job classification	Increased amount
Aerobic/Fitness Instructor	.40		Flight Instructor	.40
Aircraft Mechanic	.40		Law-Related	.35
Bus Driver	.20		Lifeguard	.40
Central Control Panel	.20		Media Specialist	.20
Certified Fitness Personnel	6.00		Mental Health Companion	.20
Certified IT Technician	.40		Model	.70
Community Service Tutors	.35		Research Related	4.25
Craft Shop Instructor	.20			
Departmental Assistant Manager	.20		Sports Official	.40
Departmental Manager	.40		Teacher's Assistant	.20

Excess Qualifications/Market Adjustment

Excess Qualifications/Market Adjustment increases in wage rate are given for a variety of reasons on a consistent and equitable basis as determined by the employing department. Excess qualifications could be based upon prior work and/or educational experience related to the type of work being performed. Market adjustment increases could be based upon supervising other employees, working in an unsupervised setting, working at night, or other special circumstances such as recruiting and/or retaining student employees in a competitive market. Excess qualifications/market adjustment increases are subject to the following conditions:

- Excess qualifications/market adjustment increases given at the time a student employee is hired are submitted on the Student Employment Referral. Increases given after the student has been hired should be submitted to the Student Employment Office on the Student Employment Recommendation for Change in Status form.
- Excess qualifications/market adjustment increases are awarded in 5 cent increments up to a maximum total of 30 cents per hour.
- Excess qualifications/market adjustment increases are effective the date they are processed by the Student Employment Office and are not retroactive.

STUDENT EMPLOYMENT FORMS

Recommendation for Change in Status Form

[Form - Instructions](#)

Pay Rate Change

Excess Qualifications/Market Adjustment Increase

- Specify the amount in 5 cent increments.
- The maximum total increase of 30 cents per hour.

Change to Community Service

- Transfer a student employee to a job that has been approved as Community Service.
- The community service job description number must be provided.

Change from Community Service to Non-Community Service

- Transfer a student employee from a job that has been approved as Community Service to a position that is not determined to be Community Service.

Position Number Change

- Transfer a student employee from the current assigned student employment position to a new student employment position within the department. Changing a position number may:
 - Affect the student's rate of pay if they are currently receiving a job classification increase.
 - Require doing a pre-employment background investigation for a position that is determined to be security sensitive. Student employees may not be transferred into these positions until the University conducts a pre-employment background investigation which includes a criminal background check.

Change on Assignment Costing Form

[Form - Instructions](#)

AIS Account Number Change

- Add an AIS Account(s) to an assignment for payroll purposes. If the account is a multi-function account, an A-21 form must be submitted along with the Student Employment Change in Assignment Costing form.
- Remove an AIS Account(s) from an assignment for payroll purposes.

Evaluation Form fao 1001

[Form - Instructions](#)

Employing departments should use this form to evaluate student employees:

- At the end of every semester.
- When an excess qualifications/market adjustment increase is given.
- When a student employee is exhibiting poor attendance or unsatisfactory job performance.
- When a student employee terminates employment with a department.

The Evaluation of Student Employee form should be sent to the Student Employment Office after the student's supervisor has discussed the evaluation with the student employee.

Terminations/Inactivation Form

[Form - Instructions](#)

This form should be used to end a student employee's employment with a department or to "Inactivate" the student employee in AIS for a semester.

Unpaid Hours Form

[Form - Instructions](#)

This form should be used to submit hours for a student employee who does not appear on the Student Employment Time Entry Report.

Retroactive Account Adjustment (RAA)

[Form - Instructions](#)

Use this form to change the account from which a student was paid for a particular payroll period(s) from one budget purpose to another.

A Retroactive Account Adjustment cannot be processed to pay a student FWS because they were not originally paid FWS for a particular payroll period.

If the adjustment is for a student who was paid FWS for the period, you must ensure that the account to which the charges are being moved has enough remaining FWS budget to accept the transfer.

If multiple pay periods are involved which cross semesters, an RAA must be submitted for each session/disbursement period involved, i.e., fall, spring, summer through June 30, and summer from July 1.

All transfers must be for the entire payroll period.

Transfers for payroll period(s) for state accounts cannot be processed after the fiscal year adjustment period has ended (the last payroll that runs in July for which the paycheck falls in August).

Transfers for payroll periods for non-state accounts cannot be processed more than 90 days after the end of the fiscal year.

The Student Employment Office reserves the right to deny RAA's that do not meet the stipulations above. RAA's should also not be used as a mechanism to balance departmental budgets at the end of the fiscal year.

Electronic Forms Access Information

1. Use of Adobe Acrobat Reader Version 9 or higher is recommended to view and digitally sign e-Forms.
2. Access e-Forms at <http://eforms.siu.edu/index.html>.
3. "Click" in the first radial "Search for e-Form Here."
4. Enter a Keyword Search – A functional term relating to the form's use, e.g., "Student"
5. Locate and link to a specific e-Form
6. Download e-Form

STUDENT EMPLOYMENT OFFICE OVER/UNDER HOURS REPORTS

Over Hours Report

The Student Employment Over Hours Report identifies student employees who exceed the maximum number of hours allowed to work in student employment. According to University policy, all student employees are to be employed on a part-time basis and cannot result in the displacement of a Civil Service or other full-time Faculty/Staff position. The maximum work hours and multiple job restrictions (i.e. assistantships, and extra help positions as approved) were established to comply with University policy, the United States Citizenship and Immigration Services, and Internal Revenue Service regulations.

Students who exceed their maximum hours allowed in student employment, as well as the hiring departments in which time was reported for the payroll period, will receive notification of the over hours' violation by email:

- The first occurrence is a warning.
- The second occurrence is a termination notice.
- **NOTE:** International students who violate their maximum hour policy risk deportation.
- In order to regain eligibility for student employment, U.S. citizens and permanent residents will need to contact the Student Employment Office. International students will need to contact the International Student and Scholars Office regarding the process of applying for reinstatement with the United States Citizenship and Immigration Service.

Under Hours Report

The Student Employment Under Hours Report identifies student employees who are not enrolled for the minimum number of credit hours to continue in the Student Employment Program in the semester stated on the report header. Applicable semester minimum enrollment requirements are provided on the report for reference. The Student Employment Office creates and sends this report monthly to the employing department who will:

- Use the report to terminate, inactivate, or advise student employees to immediately enroll for the required number of credit hours to remain eligible for student employment.
- Complete, sign, and return the Student Employment Under Hours Report to the Student Employment Office by the date specified at the bottom of the report.

Students who indicate they will enroll or increase their enrollment need to do so immediately. They **may not** continue working until proof of enrollment has been provided to the employer, either by printing a work referral (SalukiNet record) or by providing a work authorization (Student Employment Office).

Interpreting the Under Hours Report

Name - The name of the student employee.

Assignment Number - The student employee's assignment number.

International Student Flag - Indicates if the student is an international student: Y = International student

Career Classification - The student's career classification:

- U = Undergraduate
- G = Graduate
- P = Professional

Enrollment Hours - Student's current enrolled hours at SIU Carbondale.

Withdraw Date - Date student withdrew (if applicable).

Terminate Student - Column for employing department to check if the student is not expected to return to work and should be terminated.

Inactivate Student - Column for employing department to check if the student is expected to return to work the following semester and should be inactivated.

Last Day of Work - Column for employing department to indicate student employee's last day of employment (if either Terminate or Inactive column was checked).

Student will Enroll or Increase Hours - Column for the employing department to check if the student will be enrolling for the appropriate number of credit hours to enable continued employment.

STUDENT EMPLOYMENT MISCELLANEOUS POLICIES

Release for Employment Verification

SIU Carbondale Faculty and Staff may inquire as to any information pertaining to previous campus employment and/or evaluations in a student's employment file at the Student Employment Office.

Requests for employment verification and other employment-related inquiries by off-campus sources should be referred to the Student Employment Office. Information may only be released if the student has authorized the inquiring party to obtain this information, and a copy of said authorization bearing the student's physical signature has been forwarded to the Student Employment Office.

Inquiries to departments regarding personal references may be handled at the discretion of the department.

Student Employee Workers' Compensation

The following policy has been established by the State of Illinois Department of Central Management Services as part of its Early Intervention Program for Workers' Compensation.

A student employee injured on the job should: a) report the injury to their supervisor, and b) call the TRISTAR early intervention 24-hour hotline 1-855-495-1554 to initiate a claim for medical benefits and/or disability. The following information must be provided in the report to the Hotline:

- Claimant last name, first name, and middle initial
- Social Security number
- Home phone
- Address
- Date of birth
- Marital status

- Number of dependent children
- Gender
- Injury date and time of injury or illness
- County, city, building, and room where the injury occurred
- Description of injury or illness
- Body parts injured or affected
- Last day claimant worked
- Claimant's employing state agency
- Claimant's division, subdivision, facility, or region
- Claimant's work phone
- Claimant's occupation and work hours
- Employer's city, state, zip code
- Medical provider's name and address
- Treatment date
- Work phone of the caller
- Date and time the report was initiated

When the student employee receives the workers' compensation packet, it is imperative that they complete and return it as soon as possible to the workers' compensation coordinator in order that the claim-filing process is completed without delay.

Under no circumstances should hours not worked by student employees because of injury or illness be reported on the Student Employment Time Report as hours worked.

Grievance Policy and Procedures

In case of difficulty or complaint, each student employee of the University shall have the right to use the channels provided for the settlement of grievances against the university. In general, it is preferable that personnel problems be solved within the organization at the level at which they arise. Individuals outside the University's internal organization should not be asked to rule on such difficulties until established University channels have been exhausted. A written appeal must be made within 30 days of the grievance and shall state the nature of the grievance in sufficient detail that a proper response can be prepared. This procedure shall be followed regarding any complaint concerning the performance of work assignments or any act of discrimination on the basis of race, color, national origin, sex, religion, age, sexual orientation, marital status, or disability. The grievance is to be presented in writing. The employee, at his/her option, shall have the right to an oral presentation at each level of review.

Step 1:

A student employee shall first present any such matters to the immediate supervisor. This step should be taken at the earliest possible date and must be within 30 days of the action being grieved. The supervisor's decision shall be in writing to the student employee within 5 working days of receipt of the grievance.

Step 2:

If the matter is not satisfactorily resolved, the student employee may submit the grievance in writing to the head of the department. This must be done within 3 working days after receipt of the decision in Step 1. The department head shall review the facts and render his/her decision in writing to the student employee within 5 working days of receipt of the grievance.

Step 3:

If the grievance still exists, the case shall be submitted in writing to the director of Financial Aid. This must be done within 3 working days of receipt of the decision in Step 2. Within 10 working days of receipt of the grievance, the director of the Career Development Center shall consider the matter with the employee and a representative of the student's choice, and with the administrative officer involved. The director shall render a decision in writing within 5 working days of said consideration. If the grievance alleges discrimination on the basis of race, color, national origin, sex, religion, age, sexual orientation, marital status, or disability, the employee may also notify Affirmative Action.

Step 4:

If the matter is not satisfactorily resolved, the director of the Career Development Center, within 5 working days of the completion of Step 3, shall refer the matter to the appropriate vice chancellor (or other individual reporting directly to the chancellor). Within 15 working days of receipt of the grievance, the appropriate vice chancellor (or other individual reporting directly to the chancellor) shall conduct an investigation concerning the grievance and render a decision in writing. This is the final appeal, and the decision rendered stands.

8/4/23 JC