

STUDENT EMPLOYMENT HANDBOOK

SOUTHERN ILLINOIS UNIVERSITY
CARBONDALE



A guide for on-campus student employees.
Studentjobs.siu.edu

Welcome to the Student Employment Program at Southern Illinois University Carbondale. The student employment program was designed to provide you with part-time employment experience, supplemental income and educational benefits outside the classroom. Student employment also offers opportunities for you to make contacts with role models in your respective field and to secure employment references.

SIU Carbondale is known nationwide for its extensive student employment program. SIU Carbondale employs some 3,700 students on campus annually who earn more than \$10 million. The student employment program is a cooperative effort between Financial Aid, Payroll, Accounts Payable and the University hiring departments. Student Employment Services produces this handbook to serve as a helpful reference tool. We encourage you to refer to this handbook regularly for assistance whenever questions arise.

If you have questions concerning the content of this handbook, please feel free to contact Student Employment Services at 453-4629 or stop by Student Services Building, Second Floor.

Miscellaneous Eligibility Requirements

You must be at least 16 years of age.

You must comply with the Selective Service Registration requirements.

You must not be in default (for the period of 6 months or more and in the amount of \$600 or more) on the repayment of an educational loan for the purpose of attendance at an institution of higher education.

You must comply with the Immigration Reform and Control Act of 1986 and have an Employment Eligibility Verification form (I-9) completed by the hiring department.

You must complete Ethics Training for student employees.

You must comply with policies of the Board of Trustees of Southern Illinois University, which requires all newly hired and rehired employees, as a condition of employment to participate in a direct deposit program with respect to receipt of wages.

You must comply with the Drug-Free Workplace Guidelines.

If you are a NCAA athlete, you must comply with the NCAA regulations regarding the employment of a student-athlete. The Athletics Coordinator of Student-Athlete Employment determines eligibility and grants permission for employment.

If you apply for a security-sensitive position, you will be subject to a Pre-Employment Background Investigation before an offer for hire can be made.

If you are an international student, you must comply with United States Citizenship and Immigration Services regulations. The International Students and Scholars Office determines eligibility and grants permission for employment.

If you are an international student, you must make an appointment, by email, to meet with the Non-Resident Alien Tax Compliance officer at the Payroll Office, Miles Hall, Rm 108 to complete the hiring process (W-4 and Electronic Direct Deposit forms).

If you are an International student, you must take verification of issuance of your permanent Social Security Number to the Non-resident Alien Tax Compliance Officer at Miles Hall, Rm 108.

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. Enrollment requirements were established to comply with U.S. Department of Education, United States Citizenship and Immigration Services and Internal Revenue Service regulations. Audit hours do not qualify as credit hours for student employment purposes. Also, if you withdraw or drop below the minimum enrollment requirements, you are no longer eligible to continue to work on campus until your enrollment is increased to at least the minimum requirements.

If you are graduating at the end of a given semester, or if you are completing a thesis or dissertation, you may apply for a one-time exception to the enrollment requirements, provided that you are enrolled for at least one credit hour. U.S. Citizens and permanent residents will need to provide documentation from your academic advisor in person to Student Employment Services in order for an exception to be granted. International Students will need to contact the International Students and Scholars office to obtain an exception form which will need to be completed by their academic advisor. **Note: Approval of the one-time exception must be granted by Human Resources before you may begin to work.**

U.S. Citizens and Permanent Residents

	Fall and Spring Semesters	Summer Semester
Undergraduate – U.S. Citizens and Permanent Residents	6 Credit Hours	3 Credit Hours
Graduate – U.S. Citizens and Permanent Residents (who are not also employed as a graduate assistant)	6 Credit Hours	3 Credit Hours
Graduate- U.S. Citizens and Permanent Residents (who are 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 – International Students (established)	12 Credit Hours	3 Credit Hours
Undergraduate – International Students (new)		6 Credit Hours
Graduate – International Students (who are not also employed as a graduate assistant)	9 Credit Hours	3 Credit Hours
Graduate – International Students (who are 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

Student Employment Services verifies enrollment and notifies your employer if you are not enrolled for the minimum number of credit hours and there is no enrollment exception on file.

Maximum Work Hours and Multiple Jobs

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 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.

Student Employment Services monitor maximum work hours and will notify you and your employer if you exceed the maximum number of hours you are allowed to work.

If you are employed in more than one student employment position, the hours worked in all of your student employment jobs cannot exceed the total hours set forth below.

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

U.S. Citizens and Permanent Residents

	Fall and Spring Semesters (school is in session)	Summer Semester (school is in session) and Intercession and *break periods (school is not in session)
Employed only in the student employment program	20 hours per week	37.5 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	27.5 hours per week
Employed in the student employment program and as an undergraduate assistant on a 37.5% basis (15 hrs/wk)	5 hours per week	22.5 hours per week
Employed as an undergraduate assistant on a 50% basis (20 hrs/wk)	Not eligible to be employed in the Student Employment Program	17.5 hours per week
Employed in the student employment program and as a graduate assistant on a 25% basis (10 hrs/wk)	10 hours per week	10 hours per week (in session) 27.5 hours per week (not in session)
Employed as a graduate assistant on a <u>greater than</u> a 25% basis	Not eligible to be employed in the Student Employment Program <u>without a letter of exception from the Graduate School</u>	Not eligible to be employed in the Student Employment Program <u>without a letter of exception from the Graduate School</u> 17.5 hours per week (not in session)
Employed as a housing resident assistant on a 37.5% basis (15 hrs/wk)	Not eligible to be employed in the Student Employment Program	5 hours per week (in session) 22.5 hours per week(not in session)
Employed as a academic peer advocate on a 25% basis (10 hrs/wk)	Not eligible to be employed in the Student Employment Program	10 hours per week (in session) 27.5 hours per week (not in session)
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 <u>without a letter of exception from Student Employment Services</u>	Not eligible to be employed in the Student Employment Program <u>without a letter of exception from Student Employment Services</u>

International Students

	Fall and Spring Semesters (school is in session)	Summer Semester (school is in session) <u>and</u> Interession and *break periods (school is not in session)
Employed only in the student employment program.	20 hours per week	20 hours per week (in session) 37.5 hours per week (not in session)
Employed in the student employment program and as an <u>undergraduate assistant</u> on a 25% basis (10 hrs/wk)	10 hours per week	10 hours per week (in session) 27.5 hours per week (not in session)
Employed in the student employment program and as an <u>undergraduate assistant</u> on a 37.5% basis (15 hrs/wk)	5 hours per week	5 hours per week (in session) 22.5 hours per week (not in session)
Employed as an <u>undergraduate assistant</u> on a 50% basis (20 hrs/wk)	Not eligible to be employed in the student employment program	0 hours per week (in session) 17.5 hours per week (not in session)
Employed in the student employment program and as a <u>graduate assistant</u> on a 25% basis (10 hrs/wk)	10 hours per week	10 hours per week (in session) 27.5 hours per week (not in session)
Employed as a <u>graduate assistant</u> on a <u>greater than</u> 25% basis	Not eligible to be employed in the student employment program	0 hours per week (in session) 17.5 hours per week (not in session)
Employed as a <u>housing resident assistant</u> on a 37.5% basis (15 hrs/wk)	Not eligible to be employed in the student employment program	5 hours per week (in session) 22.5 hours per week (not in session)
Employed as a <u>academic peer advocate</u> on a 25% basis (10 hrs/wk)	Not eligible to be employed in the student employment program	10 hours per week (in session) 27.5 hours per week (not in session)
Employed in the student employment program and 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

The first time you exceed the number of hours you are allowed to work you will receive a warning notice; the second time you exceed the number of hours you are allowed to work you 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 reported incorrectly and provide documentation via e-mail to Student Employment Services.

U.S. citizens and permanent residents will need to contact Student Employment Services regarding re-eligibility for student employment due to termination for maximum hour's violation. International students will need to contact International Student and Scholars Office regarding the process to apply for reinstatement with the United States Citizenship and Immigration Services.

Pay Structure

In most cases, the pay structure of student employees range from the SIU Carbondale established minimum wage rate of \$8.25 to a maximum wage rate of \$.50 above the minimum wage rate plus any job classification increase. For job classifications with an increase exceeding \$.50, the maximum wage rate is the SIU Carbondale established minimum wage rate plus the job classification increase amount. All students begin employment at the minimum rate unless they qualify for one or more of the following increases in wage rate:

Automatic Rate Increase (ARI)

For every 500 hours that you work you will receive a 10-cent per hour increase in your hourly rate of pay, provided that you are not already being paid at the maximum allowable rate for your job classification. If you should leave your current job and secure another student employment job, any automatic rate increases that you have received **will** follow you to your new job.

Job Classification Increase

The following approved job classifications require special skills and/or licenses and have an associated job classification pay increase. If you leave a job which has a job classification increase, this increase **will not** follow you to a new student employment job.

Aerobics/Fitness Instructor	.40	Law Related	3.35
Aircraft Mechanic	.40	Life Guard	.40
Assistant Manager	.20	Manager	.40
Bus Driver	.20	Media Specialist	.20
Central Control Panel Operator	.20	Mental Health Companion	.20
Certified Fitness Personnel	6.75	Model	.70
Certified IT Technician	.40	Research Related	4.25
Community Service Tutor	.35	Sports Official	.40
Craft Shop Instructor	.20	Teacher's Assistant	.20
Flight Instructor	.40		

Excess Qualification/Market Adjustment Increase

Excess qualification/market adjustment increases may be given either at the time of hire or after a student has been in a position. Excess qualifications could be based on prior work experience and/or educational experience related to the type of work to be 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. Hiring departments may award Excess qualification/market adjustment increases in 5-cent increments up to a maximum of 30 cents per hour. If you leave a job in which you received an excess qualification/market adjustment increase and secure another student employment job, the excess qualification/market adjustment increase **will not** follow you to your new job.

Temporary Increase

Temporary increase in wage rate is used to meet unusual circumstances within a department and must be approved by Student Employment Services. Temporary increases may be awarded in 5-cent increments up to a maximum of 20 cents per hour.

Payment of Student Employees

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

SIU Carbondale requires all employees to participate in electronic direct deposit of earnings; into a bank account at a financial institution of your choice. The electronic direct deposit form is available on Payroll's website <http://payroll.siu.edu> or on Student Employment Service's website www.studentjobs.siu.edu under "Getting Started", and then "Hiring Documents".

- Electronic direct deposit(EDD) is convenient
- EDD is safe and efficient
- EDD improves confidentiality of payroll information, reduces instances of lost or stolen checks, eliminates the need to cash checks, and ensures funds are delivered on payday even during break periods

The exact distribution of your student employment pay is available to you on SalukiNet.

You will receive direct deposits for each job in which time was reported when you work in more than one student employment job during a payroll period.

Contact the Payroll Office in advance of your last paycheck to cancel your EDD when you separate from the University and close your bank account before your final payment.

Update your "Local" address through SalukiNet to ensure your final paycheck and W-2 tax information is delivered correctly when you separate from the University due to graduation or withdrawal.

Contact your employer to resolve any discrepancy regarding underpayment or overpayment of your paycheck. Your employer should contact the Payroll Office regarding overpayment, or Student Employment Services regarding underpayment. (SIU Carbondale may seek recourse for refusal to repay overpayment of wages processed in error).

SalukiNet

View your student payroll information on SalukiNet (<http://salukinet.siu.edu/>), which is updated on Thursday prior to the scheduled payday. The following information is available on SalukiNet:

Student Employment Earnings

- View your statement of earnings for a specific pay period by selecting "Payment Date"
- What is ARI? An Automatic Rate Increase (ARI), equal to 10-cents per hour, added to your base pay rate for every 500 hours worked. Note: Your pay rate cannot exceed the maximum allowed for your job classification(s)
- ARI Control Hours: The next occurrence, defined in the Payroll system, when a 10-cent per hour increase would be added to your base pay rate (all jobs)

- ARI Total Hours: Your accumulated hours worked in Student Employment (all jobs)
- Access multiple earnings statements, when you work more than one job during the payroll period, by selecting the “next” tab shown at the bottom of the first statement of earnings
- Click the print icon to print your statement of earnings
- **Your earnings statement will contain:**
- Your federal filing status, allowances, additional tax amount and tax-exempt status
- Your state filing status, allowances, additional tax amount and tax-exempt status
- Your earnings, both current and year-to-date
- Your deductions, both current and year-to-date
- Your total gross pay, both current and year-to-date
- Your net pay, both current and year-to-date
- Amount paid from Federal Work-Study
- Amount paid from regular wages
- The exact distribution of your student employment pay

Responsibilities of Student Employees

You should:

- Abide by the policies and procedures of your employing department
- Be dependable, prompt, and reliable in attendance
- Be courteous and display a professional image for your department and the University
- Work the hours and perform the tasks assigned to you
- Submit your work hours in a timely manner to ensure payment on the scheduled payday
- Notify your supervisor prior to your assigned work time if you must be absent from work
- Notify your employer if you are no longer enrolled for the appropriate number of credit hours to be employed, and therefore you must stop working (your employer may or may not hold your job until you once again meet enrollment eligibility requirements)
- Fulfill the terms of the employment contract; usually to the end of a semester
- Give at least a two week advance notice to end your job if you must quit, or do not intend to return to the position the following semester
- Not volunteer to work during your scheduled class time

Note:

Your job may be contingent upon you remaining eligible for FWS if you were hired as a Federal Work-Study student. You are required to notify your employer if you plan to reduce or reject your FWS award due to the terms and conditions of your initial employment contract.

The Illinois Department of Human Services will match actual amounts paid per the state payroll with the amount that you report to them due to Public Aid Benefits you receive associated with earning federal funds. If there is a discrepancy you will receive notification from the Department of Human Services that you may be committing an “Intentional Program Violation”.

Your statement of earnings, accessed via SalukiNet, identifies the amount of your earnings that was considered Federal Work-Study. **IMPORTANT: Your employing department may deplete their FWS allocation sooner than your FWS award may run out.**

******Fraudulent documentation to receive benefits is a violation of federal policy******

If you have had a legal name change, you will need to complete a new Employee’s Withholding Allowance Certificate (form W-4) in order for your name to be changed in the payroll system.

If you are an International student and your US INS I-20 date expires, you will need to obtain a Visa Verification form from the International Students and Scholars office, and have your employing department complete a new I-9. The new I-9 and Visa Verification form will need to be submitted to Student Employment Services.

You will not be eligible to make a claim for unemployment insurance benefits when your student employment ends, because your “principal occupation” was that of a student.

You will not be paid for scheduled hours missed for holidays, jury duty, funerals, illness, military obligations, voting or University closure when you are not required to work.

When you are required to work during University closure you will be paid your regular pay rate for the actual number of hours worked.

Responsibilities of Employing Departments

Your employer should:

- Allow you to work only when they receive the Supplemental Time Card given to you at Student Employment Services
- Comply with policies and procedures as required by Student Employment Services
- Provide you written information regarding departmental policies and procedures, and your work schedule
- Inform you, at the time of hire, if you are required to work when SIU Carbondale is closed; otherwise you cannot be required to work during University closure
- Schedule your work during times when you are not scheduled to be in class
- Provide work for you for at least one semester unless provisions for short-term employment are made at the time of hire
- Provide you with a two-week termination notice due to departmental budgetary reasons
- Terminate your employment immediately, and provide you the specific reason(s) for such a termination, due to unsatisfactory work performance or a violation of student employment and/or departmental policies
- Evaluate your work performance at the end of each semester, or when you exhibit poor attendance or unsatisfactory job performance, or when your employment is terminated
- Provide you a paid 15-minute break during work hours when you work four or more consecutive hours: a break period is to be preceded and followed by a work period and may not cover a late arrival or an early departure
- Not allow you to work on a volunteer basis at a job for which you are normally paid

Student Employees Workers' Compensation

The following policy has been established by the Illinois Workers Compensation Commission.

If you are injured on the job, you should:

- Report the injury to your supervisor
- Call the toll free Worker's Compensation Claim reporting number at 855-495-1554 to report your injury and provide information to initiate your claim

Grievance Process

Any conflict or misunderstanding of student employment policies or regulations should be discussed first with your immediate supervisor. If you feel the matter cannot be resolved at that level, the grievance should be presented in writing to the head of your department. If the head of the department is unable to resolve the conflict, the grievance should be taken in writing to Financial Aid. A complete copy of the grievance procedure is available from Student Employment Services.

Semester Begin and End Dates

Each academic year semester begin and end dates are established for student employment. To be eligible to work during a semester you must meet the enrollment requirements for that semester. These dates are related to, but are not exactly the same as, the academic calendar.

If you are not enrolled for the prior semester, the first possible day you can begin work is the payroll semester begin date. If you are not enrolled for the following semester, the last day you can work is the payroll semester end date.

Student Employment Semester Begin and End Dates

	Payroll Semester Begin Dates	Payroll Semester End Dates
Summer 2017	May 21, 2017	August 12, 2017
Fall 2017	August 13, 2017	December 16, 2017
Spring 2018	December 17, 2017	May 19, 2018
Summer 2018	May 20, 2018	August 11, 2018

Student Employment Payroll Calendar

Payroll Period	Payday	Payroll Period	Payday
05/21/2017 to 06/03/2017	06/16/2017	12/03/2017 to 12/16/2017	12/29/2017
06/04/2017 to 06/17/2017	06/30/2017	12/17/2017 to 12/30/2017	01/12/2018
06/18/2017 to 07/01/2017	07/14/2017	12/31/2017 to 01/13/2018	01/26/2018
07/02/2017 to 07/15/2017	07/28/2017	01/14/2018 to 01/27/2018	02/09/2018
07/16/2017 to 07/29/2017	08/11/2017	01/28/2018 to 02/10/2018	02/23/2018
07/30/2017 to 08/12/2017	08/25/2017	02/11/2018 to 02/24/2018	03/09/2018
08/13/2017 to 08/26/2017	09/08/2017	02/25/2018 to 03/10/2018	03/23/2018
08/27/2017 to 09/09/2017	09/22/2017	03/11/2018 to 03/24/2018	04/06/2018
09/10/2017 to 09/23/2017	10/06/2017	03/25/2018 to 04/07/2018	04/20/2018
09/24/2017 to 10/07/2017	10/20/2017	04/08/2018 to 04/21/2018	05/04/2018
10/08/2017 to 10/21/2017	11/03/2017	04/22/2018 to 05/05/2018	05/18/2018
10/22/2017 to 11/04/2017	11/17/2017	05/06/2018 to 05/19/2018	06/01/2018
11/05/2017 to 11/18/2017	12/01/2017	05/20/2018 to 06/02/2018	06/15/2018
11/19/2017 to 12/02/2017	12/15/2017	06/03/2018 to 06/16/2018	06/29/2018

Contact Information

Accounts Payable, 453-2253 Wakeland Hall

Bursar, 453-2221 Student Services Building, 2nd Floor, East Wing

Financial Aid Office, 453-4334 Student Services Building, 2nd Floor, West Wing

International Students and Scholars Office, 453-5774 Woody Hall, D-Wing

Non-Resident Alien Tax Compliance Office, 453-5275 Miles Hall, Room 108

Payroll, 453-3391 Miles Hall

Registrar's Office, 453-2999 Student Services Building, 2nd Floor, West Wing

Student Employment Services, 453-4629 Student Services Building, 2nd Floor, East Wing