

SUPERVISOR MANUAL

SOUTHERN ILLINOIS UNIVERSITY
CARBONDALE

SIU

Southern
Illinois
University

CARBONDALE

A guide for supervisor's of student employment

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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, and can benefit by earning income to be used for either their educational or personal expenses. The financial independence student employment provides gives most students a sense of self-worth resulting in improved academic success and enhanced interpersonal relationships. Student employment also offers opportunity for students to make contact with role models in their respective fields and secure employment references.

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

The Student Employment Program is a cooperative effort among Financial Aid, Central Payroll, and the university's hiring departments. Southern Illinois University Carbondale is a member of the National Student Employment Association (NSEA) and employs approximately 4,000 students on campus annually. Each year, in cooperation with NSEA, the Financial Aid Office also sponsors an annual "Student Employee of the Year Award".

This manual has been developed to assist departmental staff in achieving the most positive outcome from employer-student employee relations. It also serves as a helpful reference tool in answering questions pertaining to the Student Employment Program. You may contact Student Employment Services either by phone at 453-4629, or by email at studentemployment@siu.edu, or through campus mail at Student Services Building, 2nd Floor, East Wing, Room 291, MC 4702. Additional information regarding student employment may also be found on the Student Employment website at <http://studentjobs.siu.edu>.

ELECTRONIC FORMS ACCESS (E-FORMS)

Use Adobe Acrobat Reader Version 9 or Version X (10) to view and digitally sign e-Forms

Access e-Forms at <http://eforms.siu.edu/index.html>

“Click” in the second radial “To locate an e-Form to use...”

Enter a **Keyword Search** – A functional term relating to the form's use, e.g. **“Student”**

Locate and link to a specific e-Form

Download e-Form

See Section VIII for a list and descriptions of Student Employment Change Forms

SECTION I – STUDENT EMPLOYMENT ELIGIBILITY 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 (Audited courses do not qualify as eligible credit hours for student employment purposes. Distance Education courses do qualify, however, only for the semester in which the enrollment originated). These enrollment requirements were established to comply with U.S. Department of Education, United States Citizenship and Immigration Service and Internal Revenue Service regulations. If a student withdraws or drops below the minimum enrollment requirements, they are not eligible to continue to work on campus until their enrollment is increased to at least the minimum requirements.

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	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 notifies the employer via the Under Hours Enrollment Report, when a student no longer meets the minimum number of credit hours to work and does not have an enrollment exception on file.

Enrollment Requirement Exceptions

Student employees graduating at the end of a given semester or completing a thesis or dissertation may apply for a one-time exception to the enrollment requirements, provided they are enrolled for at least one credit hour. U.S. Citizens and permanent residents will need to provide documentation from their 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. All requests for exceptions **must** be presented IN PERSON at Student Employment Services.

Note: Approval of the one-time exception must be granted by Human Resources before a student may begin to work.

STUDENT EMPLOYMENT REFERRAL REQUIREMENTS

U.S. citizens, permanent residents, and students with non-citizen status but eligible for federal financial aid, must be determined eligible for student employment and obtain a Student Employment Work Referral online through the students personal SalukiNet account.

International students must be determined eligible for employment and obtain a Student Employment Work Referral from the International Students and Scholars Office.

Student employees must:

- Be at least sixteen years of age.
- Not be in default (for a period of six 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.
- Complete the off-line Ethics Training for Student Employees and the Illinois Mandated Reporter Acknowledgement Form at the time of hire.
- Comply with the Selective Service Registration Requirements.
- Comply with the Immigration Reform and Control Act of 1986 and have the Employing Eligibility Verification, Form I-9, completed by the hiring department. 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.**
- Comply with the Drug-Free Workplace Guidelines.
- 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.
- Comply with NCAA regulations regarding employment of student-athletes (applicable only to student athletes). The Intercollegiate Athletics Financial Aid & Insurance Officer and Coordinator of Student-Athlete Employment determine employment eligibility and grants permission for employment.
- Comply with the Illinois Campus Security Act requiring a pre-employment background investigation for student employment positions identified as security-sensitive positions:
 - ◆ Which involve working with minors or individuals with diminished mental capacity
 - ◆ Which involve providing for the safety of students, faculty, and staff
 - ◆ Having regular access to controlled substances
 - ◆ Which provide significant overall responsibility, defined at \$50,000 or more per day, for the control of university financial resources

The International Students and Scholars Office determine eligibility and grants permission for International student employment. International students must:

- Comply with United States Citizenship and Immigration Services regulations.
- Meet with the Non-resident Alien Tax Compliance Officer at Miles Hall to complete the hiring process.
- Must take verification of issuance, of a permanent Social Security Number, to the Non-resident Alien Tax Compliance Officer at Miles Hall to have payroll updated.

SECTION II – DEPARTMENTAL RESPONSIBILITIES

UNIVERSITY POLICIES

- Student employees may begin work on the first day of the semester **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 Student Employment Services relate to, but are not exactly the same as, the academic semester calendar.
- **Employing Departments are required to comply with all policies and procedures of the student employment program.**
- **Employing departments should not allow a student to begin work until a Supplemental Time Card from Student Employment Services has been received.**
- Employing departments should provide student employees with the following written information: departmental policies, duties to be performed, and the number of hours the student employee can expect to work. Employing departments wanting to enforce more conservative work eligibility requirements than those required by Financial Aid must obtain approval from Student Employment Services and provide those requirements in writing to all student employees within the department before the term of employment begins.
- Employing 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 employment during a semester for reasons other than unsatisfactory work performance, you should give the student employee a two-week notice prior to termination. If termination is a result of unsatisfactory work performance or violation of student employment or departmental policies, you may terminate employment immediately. You should provide the student the specific reason for termination in writing at the time of their separation.
- Student employees should not be scheduled for work or allowed to work during class time.
- Student employees required to work when SIU Carbondale 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 university closure. Student employees who are scheduled to work, but are not required to report during university closure, will not be paid (supervisors may rearrange work schedules when possible so that affected student employees are able to make up the time). Student employees who are scheduled and required to work during university closure will be paid at the regular rate for the actual number of hours worked.
- Student employees working 4 consecutive hours are entitled to a paid 15-minute break during work hours. The break period is to be preceded and followed by a work period. It should not be used to cover a student's late arrival or early departure. Students are not eligible for a break if working less than 4 consecutive hours.
- Student employees are not paid for scheduled hours missed for holidays, jury duty, funerals, illness, and military obligations or voting.
- Student employees cannot work on a volunteer basis at a job for which they are normally paid.
- Student employees should be evaluated on their work performance for the following occasions: at the end of every semester; whenever an excess qualification/market adjustment increase is given; whenever a student employee exhibits poor attendance or unsatisfactory work performance; or at the termination from student employment.

MAXIMUM WORK HOURS AND MULTIPLE JOBS POLICY

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, 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.

Student Employment Services monitor maximum hours and will notify you and the student employee when maximum hours the student is allowed to work is exceeded. 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 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
Employed in the student employment program and as an <u>undergraduate assistant</u> 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 <u>undergraduate assistant</u> on a 37.5% basis (15 hrs/wk)	5 hours per week	22.5 hours per week
Employed as an <u>undergraduate assistant</u> 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 <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> 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 <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 <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) and 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 25%</u> 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

SECTION III - STUDENT EMPLOYMENT JOBS

SUBMITTING JOB OPENINGS

The Submit a Job Posting link on the Student Employment website <http://studentjobs.siu.edu> provides departmental staff access to a fillable form to submit a job posting request to Student Employment Services.

Job openings are divided into three categories:

- ◆ Federal Work Study Only
- ◆ Non-Federal Work Study Only
- ◆ Either Federal or Non-Federal Work Study

If you select Federal or Non-Federal Work Study, you must make clear to the student that your Federal Work Study funds may be limited and, in effect, will cause them to switch to another funding source when your FWS allocation is depleted.

Security-Sensitive Positions

In compliance with the Illinois Campus Security Act, security-sensitive student employment positions have been identified as positions which:

- ◆ Involve working with minors or individuals with diminished mental capacity.
- ◆ Involve providing for the safety of students, faculty, and staff.
- ◆ Have regular access to controlled substances.
- ◆ Provide 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 Student Employment Services 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, the following statement will populate on your posting:

“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 the offer of employment is made for a security-sensitive position, you will need to complete the Authorization to Release Information (e-Form). On this form, the student authorizes the release of information for a background investigation, and the hiring department provides information to process the request (please state the job classification title). The form can be located at: <http://eforms.siu.edu/siuforms/info/hro1055.html>

Once Student Employment Services has reviewed the job posting, a job posting number will be assigned. This will be displayed in the top right corner of the job posting.

Revision of a Posting

A current posting can be revised by email request to studentemployment@siu.edu. Please include the posting number.

Removal of a Posting

Once a position has been filled, the employing department will need to have the job posting removed by email request. If a job posting removal date is indicated on the original post, Student Employment Services will remove it on that date.

SECTION IV - STUDENT EMPLOYMENT HIRING PROCESS

DETERMINING WHO TO HIRE

The employing department must require the student obtain a work referral to determine employment eligibility during the interview process. 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 retrieve a student employment work referral via their personal SalukiNet account and;
- ◆ An International Student's & Scholars Office (Woody Hall, D-Wing) to approve and complete a student employment work referral for an international student.

Section 1 of the work referral indicates the student's Federal Work-Study eligibility (FWS award amount).

The student must obtain a new work referral, if the work referral presented is greater than thirty (30) days old at the time of hire. This will ensure the department it is valid information.

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.

In addition to student employment eligibility, the work referral is comprised of other data necessary for Student Employment Services to enter into the AIS payroll system.

STUDENT EMPLOYMENT WORK REFERRAL

Student Access to the Work Referral

Non-International students will access a work referral from their personal SalukiNet record by following these steps:

- *Access SalukiNet at <http://salukinet.siu.edu>.
- *Logon to SalukiNet using their SIU Dawg Tag number 85*****.
- *Select "My Finances".
- *Click "Student Employment" and then click "Student Employment Referral".
- *Select the semester they expect to begin employment and click "Submit", then "Print"

International Students will need to go to the International Students and Scholars Office located in Woody Hall, D-Wing to receive a student employment work 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. 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; 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 a 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, causes the student’s eligibility for financial assistance to be adjusted.

SECTION 2 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 that has been assigned by Student Employment Services for the specific job within your department in which the student is being employed.
- **Begin Date** – The date the student is to begin work. This date should not be prior to the date identified in Section 1 as the date the student is eligible to begin work.
A letter of justification will be required if a student began work prior to 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 specific job classification matching the position number.
- **Employing Department** – The specific 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.
- **Mailcode** – Mailcode for the employing department.
- **Community Service Job Number** (if applicable)
- **Excess Qualifications/Market Adjustment Increase Amount** (if applicable)
- **AIS Accounting Flexfield (AFF)**. HRMS does not automatically generate the segments of the AFF based upon the budget purpose, therefore the form preparer must provide:

AFF Required Fields

- Budget Purpose Description
- Fund
- Unit
- Budget Purpose
- 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.

AFF Optional Fields

- Dept Activity 1 code
- Dept Activity 2 code
(If left blank, the default value of “00000” will be assigned.)

You should provide all AFF numbers from which a student is likely to be paid 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 E-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 Student Employment Services.

- **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 he/she returns the Student Employment Referral to Student Employment Services.

SECTION 4 Completed by Student Employment Services.

Upon receipt of the hiring documents, Student Employment Services 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.

(FORM I-9) EMPLOYMENT ELIGIBILITY VERIFICATION

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 Student Employment Services and HR website. Students unable to provide the necessary documentation are not eligible to work.

Departments must use current form with expiration 03/31/16 indicated in 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.
- ◆ MUST complete document information for List A or BOTH Lists B and C (Identification numbers and/or expiration dates where applicable).
- ◆ MUST sign and date the certification section (name, title and department).

COMPLETING ADDITIONAL HIRING DOCUMENTS AT TIME OF HIRE

In addition to the **Student Employment Referral** and **Form I-9**, five additional documents are necessary to complete the hiring process with the student; as follows:

- **Ethics Training**
 - a. Students need to read Ethics Training document and complete the last page.
 - b. Last (signature) page only is included with the hiring documents.

- **Illinois Mandated Reporter Acknowledgement Form**
 - a. Students must read and sign the acknowledgement.

- **Payroll Form**
 - a. Students must fill out a Payroll form for distribution of their payroll earnings.
 - b. **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.
 - c. 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 Card Form** – Federal W-4 (top of form): IL W-4 (bottom of form)
 - a. Students must complete, sign, and date both sections of form.
 - b. Students should be prepared to fill out the requested information or seek advice from outside source or tax official.

- **Student Data Form**
 - a. **This form is not to be completed until an official offer of employment has been made:** To assist the University in fulfilling its obligations under federal and state reporting requirements as well as internal record keeping; the student is requested to provide the information.

Related Documents:

* **Statement of Purpose for Collection of Social Security Numbers** – Is available to hiring departments to provide to 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.

COMPLETING THE HIRING PROCESS

- Hiring documents must be completed **BEFORE A STUDENT BEGINS EMPLOYMENT**.
- Hiring departments must inform the student where to go to complete the hiring process.
- International Students must also make an appointment (by e-mail) with the Non-Resident Alien Tax Officer at Miles Hall to complete their W-4 and electronic direct deposit information if they marked “An alien authorized to work until _/_/” on the Form I-9, in addition to submitting all other hiring documents to Student Employment Services.
- U.S. Citizens, Permanent Residents, and International Students must take their completed hiring documents to Student Employment Services, Student Services Building Room 291, 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 either at Student Employment Services (non-international students), or Miles Hall (international students).
- ◆ Confirms the student is now considered an authorized student employee.
- ◆ Is 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.

Note: 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: _____

SECTION V – STUDENT EMPLOYMENT PAYROLL PROCESS

DOCUMENTING STUDENT EMPLOYMENT WORK TIME

Hiring departments must keep a time record of student work hours for audit purpose. The record, *i.e.* a time clock card or alternative time recording sheet should document a student employee's name, student I.D., pay period, daily hours worked and total hours worked each pay period.

Information on the time record must be transferred to the Supplemental Payroll Time Card (discussed in Section IV), the on-line Time Entry System, or the Student Employment Time Report. Employing departments are responsible for correctly reporting actual hours worked. Only actual hours worked by the student are to be reported for the pay-period.

RECORDING STUDENT EMPLOYMENT TIME ENTRY ON-LINE

Departments, who enter student time via on-line, should refer to their AIS training manual for instructions.

RECORDING STUDENT EMPLOYMENT TIME REPORT OFF-LINE

The Student Employment Time Reports are issued on alternate Wednesdays by Central Payroll. A 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 – is the student employee's assignment number.
- Hourly Rate – is the rate of pay a student employee will be paid for time turned in on a specific budget purpose.
- Time entry fields are use 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 Student Employment Services 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 is the Departmental Activity 1 which will be charged for hours worked (if applicable).
- Act 2 is 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).
- Enter the date of 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 “current” 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 Transmittal appears incorrect, please contact Student Employment Services at 453-4629.

REPORTING STUDENT EMPLOYMENT 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 ran for the time period indicated on Supplemental Payroll Time Card

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

Note: The method of payment for all Quick Pays is a paper check, available to the student at Wakeland Hall.

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, and did not provide you a Supplemental Payroll Time Card, contact Student Employment Services at 453-4629.

All Student Employment Unpaid Hours forms must be submitted either by fax to 453-4612, scanned to email studentemployment@siu.edu, or sent to Student Employment Services MC 4702 through campus mail.

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

INTERPRETING THE STUDENT EMPLOYMENT PAYROLL CERTIFICATION:

The Student Employment Payroll Certifications are mailed to fiscal officers by Student Employment Services after each payroll has run. Student employees are listed alphabetically by budget purpose.

EMPLOYEE NAME	Name of the student employee.
HOURLY RATE	Hourly wage rate of the student employee.
PAY TYPE	R = Regular Pay V = Reversal of a Prior Pay Q = Quick Pay A = Retroactive Account Adjustment
TOTAL HOURS	Total hours submitted for the student for the budget purpose, dept activity 1 and dept activity 2
REGULARWAGES	Total amount to be charged to regular wages
NON-CS FWS	Total amount to be charged to the FWS fund for Non-Community Service wages.
NON-CS INST	Total amount to be charged to Non-Community Service Institutional Match.

MATCH CS FWS	Total amount to be charged to the FWS fund for Community Service wages.
CS INST MATCH	Total amount to be charged to Community Service Institutional Match.
AR FWS	Total amount to be charged to the FWS fund for America Reads.
AR INST MATCH	Total amount to be charged to America Reads Institutional Match.
FL FWS	Total amount to be charged to the FWS fund for Family Literacy
FL INST MATCH	Total amount to be charged to Family Literacy Institutional Match.
AC FWS	Total amount to be charged to the FWS fund for America Counts.
AC INST MATCH	Total amount to be charged to America Counts Institutional Match.
OTHER WAGES	Total amount of non-hourly wages to be charged to regular wages.
TOTAL WAGES	Total amount of all wages.
SOC SEC/MEDICARE	Total amount to be charged to Soc. Sec. and Medicare.
FWS AWARD	The students remaining FWS award.
ENROLLMENT TYPE	The students career classification: U = Undergraduate G = Graduate P = Professional
ENROLLMENT HOURS	The student's current hours of enrollment; if the student has withdrawn the hours will appear as zero. The enrollment information provided should be used to ensure that students who are not enrolled for the appropriate number of hours are not allowed to continue to be employed in the Student Employment Program.

THE DEPARTMENT ACTIVITY TOTAL AND BUDGET PURPOSE TOTAL

Located at the bottom of the Student Employment Payroll Certification reflect the amount of Regular Expenditures, Non-Community Service FWS and Institutional Match Expenditures, Community Service FWS and Institutional Match Expenditures, and if applicable, America Reads, America Counts and Family Literacy FWS and Institutional Match Expenditures, charged to the Budget Purpose for the specified pay period.

REMAINING FWS BUDGET

A departments FWS allocation remaining for this budget purpose after the payroll run.

STUDENT EMPLOYEE'S REMAINING WORK AWARD

Indicated under the Fall/Spring column on the Payroll Certification, reflects the students remaining FWS award after the current payroll run (which may include other reductions as a result of multiple FWS jobs held by the student). A students remaining award is independent of the department's remaining allocation.

STUDENT EMPLOYMENT AUTOMATIC RATE INCREASE

Students are compensated for the amount they exceed their 500 hour increment during the current payroll period in which this event occurs.

The additional amount earned, due to the excess hours accumulation, will be calculated and applied (and if applicable, pro-rated) to the appropriate AFF. The increase in rate of pay will be fully realized and effective the first day of the next payroll period.

The Student Employment Automatic Rate Increase (ARI) Automatic Element Entry Report is mailed to fiscal officers by Student Employment Services after each payroll has run; with the Student Employment Payroll Certifications.

Applicable student employees are listed alphabetically by budget purpose on the Student Employment Automatic Rate Increase Automatic Element Entry Report.

INTERPRETING THE STUDENT EMPLOYMENT AUTOMATIC RATE INCREASE (ARI) ELEMENT ENTRY REPORT

This report displays students who received an ARI increase and the amount that will be charged to each budget purpose/departamental activity (10 cents x number of hours worked over the 500 hour increment). ARI amounts are eligible to be paid from FWS funds and are included in the Student Employment Payroll Certifications.

Budget Purpose	The budget purpose for the ARI increase amount(s).
Name	The name of the student employee.
Employing Organization	The employing organization of the student employee.
Job Classification	The job classification of the student employee.
Assignment Number	The assignment number of the student employee.
<i>FWS Type</i>	<i>NC</i> = Non-Community service <i>CS</i> = Community service <i>AR</i> = America Reads <i>AC</i> = America Counts <i>FL</i> = Family Literacy
Unit	The employing organization unit for the ARI increase amount
Activity 1	If applicable, activity code for the ARI increase amount
Activity 2	If applicable, activity code for the ARI increase amount
Amount	ARI increase amount for student employee.

PAYMENT OF STUDENT EMPLOYEES

When all student employees (non-International and International students) return their Student Employment hiring documents to Student Employment Services, they are given a Student Employment Handbook which includes a payroll schedule so they may determine when they will receive their first paycheck. If there are no delays (unsigned or incomplete documents), this date will be accurate.

The currently established payroll calendar may be found at Payroll website <http://payroll.siu.edu>.

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 at Payroll website <http://payroll.siu.edu>, or available on the Student Employment website at <http://studentjobs.siu.edu>: located within "Employer Forms".

Note:

- ◆ Due to employee hire/separation dates and payroll processing schedules, the first and/or last payroll payment may be processed as a paper check.
- ◆ The exact distribution of a student employee's pay will be available to them on their SalukiNet record.
- ◆ When it becomes necessary for a student to end their EDD participation in anticipation of separation from the University, they will need to contact Payroll Office **in advance** to cancel their EDD for it to be effective for their final payment.
- ◆ If a student employee is separating from the University due to graduation or withdrawal, and moves from their current address, they will need to update their "LOCAL" address through SalukiNet prior to ending employment to ensure their final payment and W-2 tax information will be delivered correctly.
- ◆ When Payroll issues a paper check to a student, the check will either be mailed to the student's address recorded in the AIS Payroll system (presented on their tax card, or due to an update through SalukiNet) or available for pick up, upon request from the hiring department, at Wakeland Hall.
- ◆ 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.

SECTION VI – 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 departments Vice Chancellor 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 a percentage (currently 25%) of a student employees wages (Institutional Match) and the remainder (75%) will be paid from the departments 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% from 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 summer semester.
- Contact your Vice Chancellor 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 Student Employment Services to ask 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 departments regular funds.

FEDERAL WORK STUDY BUDGETS AND EXPENDITURES IN AIS

- 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 FWS, 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 a 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 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 of the federally-mandated database matches
 - ◆ have completed Title IV verification (if applicable)
 - ◆ have accepted a 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 or Perkins loan (Financial Aid Office requires a memo from the hiring department of any student employee requesting to decrease their FWS award.

SECTION VII - STUDENT EMPLOYMENT PAY STRUCTURE

In most cases, the pay structure for student employees ranges from the SIU Carbondale established minimum wage rate of \$8.25 to a maximum wage rate of \$.50 cents above the minimum wage rate plus any job classification increase. 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)

ARI increases in the wage rate are permanent and are applicable for all positions.

- For every 500 hours a student employee works, they will receive a 10-cent per hour increase in their hourly rate of pay, provided they are not already being paid at the maximum allowable rate for their job classification.

INCREASES IN WAGE RATE

Job Classification Increases

Job Classification Increases in wage rate are not permanent and are applicable only to the approved job classification 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 E-Form.
- Job classification increases are effective the date they are processed by Student Employment Services and are not retroactive.
- Approved job classification increases are as follows:

Aerobic/Fitness Instructor	.40	Flight Instructor	.40
Aircraft Mechanic	.40	Law Related	3.35
Bus Driver	.20	Life Guard	.40
Central Control Panel	.20	Media Specialist	.20
Certified Fitness Personnel	6.75	Mental Health Companion	.20
Certified IT Technician	.40	Model	.70
Community Service Tutors	.35	Outside Sales Commission	0.00
Craft Shop Instructor	.20	Research Related	4.25
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 Student Employment Services on the Student Employment Recommendation for Change in Status E-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 Student Employment Services and are not retroactive.

Temporary Increases

Temporary increases in wage rate are used to meet unusual and temporary circumstances within a department and are subject to the following conditions:

- ◆ Temporary increases require a written explanation from the department and written approval from Student Employment Services.
- ◆ Temporary increases are awarded in 5 cent increments up to a maximum total of 20 cents per hour.
- ◆ Temporary increases are effective only for the pay-periods that are approved by Student Employment Services and are not retroactive.

SECTION VIII - STUDENT EMPLOYMENT CHANGE FORMS: AIS e-FORMS

RECOMMENDATION FOR CHANGE IN STATUS FORM

Pay Rate Change

Excess Qualifications/Market Adjustment Increase

- Specify amount in 5 cent increments.
- 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 IN ASSIGNMENT COSTING FORM

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 E-Form.
- Remove an AIS Account(s) from an assignment for payroll purposes.

EVALUATION FORM

Evaluation of Student Employees

- Employing departments should use this form to evaluate student employees:
 - ◆ At the end of every semester.
 - ◆ When, at some point, 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 Student Employment Services after the student supervisor has discussed the evaluation with the student employee.

TERMINATIONS/INACTIVATION FORM

- This form should be used to end a student employee's employment with a department, or to "Inactivate" the student employee from AIS usage for a period of time (semester).
- In general, student employees who begin work in a specific semester are expected to work until the end of that semester and, if needed by the department, one-half of any break period.
- Employing departments may terminate a student's employment immediately due to unsatisfactory work performance or a violation of student employment and/or departmental policies. If such termination is necessary, you should provide the student the specific reason(s) for such a termination.

UNPAID HOURS FORM

- This form should be used to submit hours for a student employee who either does not appear on the student employment time entry report.

RETROACTIVE ACCOUNT ADJUSTMENT (RAA) FORM

- Use this form to change the costing 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.
- Financial Aid Office reserves the right to deny RAA's that do not meet the stipulations above. RAA's should also not be used to as a mechanism to balance departmental budgets at the end of the fiscal year.

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 student is not expected to return to work and should be terminated.
INACTIVATE STUDENT	Column for employing department to check if 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 employing department to check if student will be enrolling for the appropriate number of credit hours to enable continued employment.

SECTION X - 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 Student Employment Services.

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

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

STUDENT EMPLOYMENT WORKERS' COMPENSATION

WHAT TO DO IF YOU HAVE AN ON-THE-JOB ACCIDENT

For life threatening injuries, seek prompt medical care and then proceed with the reporting process.

1. Notify your supervisor.
 - Notice can be given orally or in writing but by law it must include all of the following: date, time, and location. It is also recommended that your notice include a brief description of the accident and the injury sustained.
2. Report your accident to the TRISTAR early intervention 24-hour hotline 1-855-495-1554.
 - If you plan to seek medical treatment, please provide to TRISTAR the physician and/or facility information you plan to utilize.
 - If you require medical treatment and it is not an emergency, contact your primary care physician.
 - If you have an emergency, go to the nearest hospital ER or prompt care facility.
 - Please inform the facility that you are treating for a worker's compensation injury and to forward information and bills to:

TRISTAR RISK MANAGEMENT
PO BOX 2803
CLINTON, IA 52733-2803
FAX: 312-445-8690

- SIU Carbondale employees may utilize the Student Health Programs facility for non-urgent treatment.
 - The injured employee or the employee's supervisor should report the injury
3. Contact Jeni Batson for a workers' compensation claim packet and instructions specific to your individual claim. Her contact information is:

Jeni Batson – Workers' Compensation
Employee Benefits, Mailcode 6520
1255 Douglas Drive-Miles Hall
Carbondale, IL 62901-6520
618-453-6690 (phone) 618-453-6693 (fax)
jenij@siu.edu

- All claim forms should be completed in a timely manner. Without the completed packet, TRISTAR cannot determine compensability of the claim, pay you for any time lost, or consider any medical bills for payment.
- If your doctor places you off duty or on any form of restricted duty, you **MUST** provide a written work status slip from the doctor.
- Failure to follow these procedures may affect the employee's right to compensation for time lost or reimbursement for expenses incurred.

GRIEVANCE POLICY

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 internal organization should not be asked to rule on such difficulties until established university channels have been exhausted. 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 her/his 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 after 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 following receipt of the decision in Step 2. Within 10 working days following receipt of the grievance, the director of Financial Aid shall consider the matter with the student employee and a representative of the student's choice and with the administrative officer involved. The director shall render a decision in writing within five working days following said consideration. If the grievance alleges discrimination on the basis of race, color, national origin, sex, religion, sexual orientation, marital status, or disability, the employee may also notify the Affirmative Action Office.
- STEP 4** If the matter is not satisfactorily resolved, the director of Financial Aid, 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.
- STEP 5** If the matter is not satisfactorily resolved, the vice chancellor (or other individual reporting directly to the chancellor) will submit findings to the chancellor within 5 working days following completion of Step 4. The chancellor will render a decision in writing within 20 working days after receipt of the grievance. The chancellor may waive a personal hearing and refer the matter to a committee chosen to hear the grievance.
- STEP 6** The student employee may appeal to the Board of Trustees providing the matter meets the Board of Trustees appeal standards.