

Section IV

STUDENT EMPLOYMENT HIRING PROCESS

DETERMINING WHO TO HIRE

Financial Aid determines student eligibility for participation in the Student Employment Program. Placement services are not offered by Financial Aid.

The employing department makes the decision as to which student applicant best meets the job requirements. Employing departments may not discriminate in their hiring, promotions or termination practices on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, or marital status.

STUDENT EMPLOYMENT REFERRAL

The Student Employment Referral indicates student eligibility for student employment and provides other important information for Financial Aid Student Employment Services. Students must obtain a Student Employment Referral at the Financial Aid Service Center, online through their personal SalukiNet account, (or the International Students and Scholars Office if an international student) before an employing department may hire the student. It is important to check the Referral before interviewing the student to determine Federal Work-Study (FWS) eligibility and the amount of the work award.

Delays in the system due to processing time may make the Financial Aid Office unaware that the student has applied for or accepted other aid at the time the Student Employment Referral is issued. Therefore, if a Student Employment Referral is greater than thirty (30) days old, you should have the student obtain a new work referral online through their personal Saluki Net account, (or the International Students and Scholars Office if an international student) to ensure that the information reflected on the Referral is still accurate.

INSTRUCTIONS FOR COMPLETING THE STUDENT EMPLOYMENT REFERRAL:

SECTION 1 Completed at the Financial Aid Service Center or anywhere a non-International student can access their personal SalukiNet account to obtain a Student employment Referral. International Students will need to go to the International Students and Scholars Office. This section is used to inform the department of when the student is eligible to begin work, the student's base wage rate and the student's FWS eligibility.

If 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. If the student files a financial aid application and is determined later to be eligible for FWS and they sign and return an Award Notice choosing to work FWS, they will be automatically converted to FWS.

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

The student has signed and returned an Award Notice choosing to work FWS.

All FWS students have been determined to have financial need based on the information provided by the student and spouse or parents (if applicable) on the Free Application for Federal Student Aid (FAFSA) and the student has accepted a FWS award on their Financial Aid Award Notice. The "Current Balance of Work Award" on the Student Employment Referral is the amount of the student's FWS award that has not been earned. This amount may change if information or financial aid awards change the student's eligibility for financial assistance. The change in work award will be reflected on the Student Employment Payroll Certification report under the column "Remaining FWS Award".

SECTION 2 Completed by the employing department. This section will supply information needed for the student's employment and 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 work. If it is noted that the student is eligible to begin work “Immediately” the Begin Date should not be prior to the date the Referral is completed.) If you have allowed a student to begin work prior to a Student Employment Referral being processed, please attach a letter of justification to the completed Referral.
- Job Classification – The job classification for the applicable position number.
- Employing Department – The department for the applicable 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). Since HRMS does not automatically generate the segments of the AFF based upon the budget purpose, 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
- Dept Activity 2

(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; there is no longer a limit of three accounts. 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.

- 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 Student Employment Referral for their records once section 2 has been completed.

SECTION 3

Signed and dated by the student when he/she returns the Student Employment Referral to

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 Financial Aid.

either the Financial Aid Service Center or the Nonresident Alien Tax Specialist.

SECTION 4 Completed by Financial Aid Student Employment Services.

Upon receiving a completed Student Employment Referral, Student Employment Services will ensure the student is still eligible for employment and will calculate the appropriate rate of pay. Hiring information will be entered into HRMS, and the assignment number determined. This number will appear on the Student Employment Time Entry report and will be required when completing most student employment E-Forms.

EMPLOYMENT ELIGIBILITY VERIFICATION (I-9) FORM

All students must comply with the Immigration Reform and Control Act of 1986. Each employer must verify the identity and work eligibility of all student employees at the time of hire. Candidates that are unable to provide the necessary documentation are not eligible to work. The verification must be documented by the hiring department on the Employment Eligibility Verification form (I-9), which is available at <http://www.uscis.gov/files/form/i-9.pdf>

Section 1: Completed and signed by the student employee by the first day of employment.

Section 2: 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 hiring official must check complete information for List A or BOTH Lists B and C.
- Verification requires view and documentation of identification numbers and/or expiration dates where applicable.
- Sign and date the certification section (name, title and department).

(See EMPLOYMENT ELIGIBILITY VERIFICATION (I-9) form on the next pages.)

Section IV - STUDENT EMPLOYMENT HIRING PROCESS

OMB No. 1615-0047; Expires 06/30/09

Department of Homeland Security
U.S. Citizenship and Immigration Services

Form I-9, Employment Eligibility Verification

Please read instructions carefully before completing this form. The instructions must be available during completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work eligible individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Verification. To be completed and signed by employee at the time employment begins.

Print Name: Last	First	Middle Initial	Maiden Name
Address (Street Name and Number)		Apt. #	Date of Birth (month/day/year)
City	State	Zip Code	Social Security #

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

- A citizen or national of the United States
- A lawful permanent resident (Alien #) A _____
- An alien authorized to work until _____
(Alien # or Admission #) _____

Employee's Signature	Date (month/day/year)
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Preparer and/or Translator Certification. (To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Preparer's/Translator's Signature	Print Name
Address (Street Name and Number, City, State, Zip Code)	
Date (month/day/year)	

Section 2. Employer Review and Verification. To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number and expiration date, if any, of the document(s).

List A	OR	List B	AND	List C
Document title: _____	OR	_____	AND	_____
Issuing authority: _____		_____		_____
Document #: _____		_____		_____
Expiration Date (if any): _____		_____		_____
Document #: _____		_____		_____
Expiration Date (if any): _____				

CERTIFICATION - I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) _____ and that to the best of my knowledge the employee is eligible to work in the United States. (State employment agencies may omit the date the employee began employment.)

Signature of Employer or Authorized Representative	Print Name	Title
Business or Organization Name and Address (Street Name and Number, City, State, Zip Code)		Date (month/day/year)

Section 3. Updating and Reverification. To be completed and signed by employer.

A. New Name (if applicable)	B. Date of Rehire (month/day/year) (if applicable)	
C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment eligibility.		
Document Title: _____	Document #: _____	Expiration Date (if any): _____

I attest, under penalty of perjury, that to the best of my knowledge, this employee is eligible to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative	Date (month/day/year)
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Form I-9 (Rev. 06/05/07) N

Section IV - STUDENT EMPLOYMENT HIRING PROCESS

LISTS OF ACCEPTABLE DOCUMENTS

LIST A Documents that Establish Both Identity and Employment Eligibility	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Eligibility
1. U.S. Passport (unexpired or expired)		1. Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address		1. U.S. Social Security card issued by the Social Security Administration <i>(other than a card stating it is not valid for employment)</i>
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address		2. Certification of Birth Abroad issued by the Department of State <i>(Form FS-545 or Form DS-1350)</i>
3. An unexpired foreign passport with a temporary I-551 stamp		3. School ID card with a photograph		3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
4. An unexpired Employment Authorization Document that contains a photograph (Form I-766, I-688, I-688A, I-688B)		4. Voter's registration card		4. Native American tribal document
5. An unexpired foreign passport with an unexpired Arrival-Departure Record, Form I-94, bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, if that status authorizes the alien to work for the employer		5. U.S. Military card or draft record		5. U.S. Citizen ID Card <i>(Form I-197)</i>
		6. Military dependent's ID card		6. ID Card for use of Resident Citizen in the United States <i>(Form I-179)</i>
		7. U.S. Coast Guard Merchant Mariner Card		7. Unexpired employment authorization document issued by DHS <i>(other than those listed under List A)</i>
		8. Native American tribal document		
	9. Driver's license issued by a Canadian government authority			
		For persons under age 18 who are unable to present a document listed above:		
		10. School record or report card		
		11. Clinic, doctor or hospital record		
		12. Day-care or nursery school record		

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)

Form I-9 (Rev. 06/05/07) N Page 2

*** NOTE: Under list A: # 2, 3, 8 and 9 are no longer acceptable documents.**

INSTRUCTIONS FOR DIRECTING THE STUDENT AFTER THE STUDENT EMPLOYMENT REFERRAL AND I-9 ARE COMPLETED

When a department hires a student employee, they must determine where to send the student for completion of the hiring process. If the student marked "An alien authorized to work until __/__/__" on the I-9 form, the student must return their completed Student Employment Referral and I-9 form in person to the Nonresident Alien Tax Specialist. All other students should return their completed Student Employment Referral and I-9 form in person to the Financial Aid Service Center.

Return of the Student Employment Referral and I-9 form **MUST** be done by the student; the student **CANNOT** return the Student Employment Referral via Campus Mail.

AUTHORIZATION TO BEGIN EMPLOYMENT

All of the above must be done **BEFORE A STUDENT BEGINS EMPLOYMENT**. If a student does not bring a Supplemental Payroll Time Card on the first day of employment, do not allow the student to work. Send the student directly to the Financial Aid Service Center or the Nonresident Alien Tax Specialist to obtain proper authorization. These cards indicate that a student has completed the appropriate papers to allow the student to be paid, and that the student is an authorized student employee.

SOUTHERN ILLINOIS UNIVERSITY CARBONDALE STUDENT EMPLOYMENT SUPPLEMENT PAYROLL TIME CARD									
Period Worked From: _____					To: _____				
Name: _____					Employee ID: _____				
Department: _____					Job Classification: _____				
Budget Purpose Description				Budget Purpose		Dept Activity 1		Dept Activity 2	
Wk 1 Non Com Ser Hours	Wk 2 Non Com Ser Hours	Wk 1 Com Ser Hours	Wk 2 Com Ser Hours	Wk 1 Am Read Hours	Wk 2 Am Read Hours	Wk 1 Am Count Hours	Wk 2 Am Count Hours	Wk 1 Fam Lit Hours	Wk 2 Fam Lit Hours
Budget Purpose Description				Budget Purpose		Dept Activity 1		Dept Activity 2	
Wk 1 Non Com Ser Hours	Wk 2 Non Com Ser Hours	Wk 1 Com Ser Hours	Wk 2 Com Ser Hours	Wk 1 Am Read Hours	Wk 2 Am Read Hours	Wk 1 Am Count Hours	Wk 2 Am Count Hours	Wk 1 Fam Lit Hours	Wk 2 Fam 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: _____