

**STUDENT EMPLOYMENT EVALUATIONS,
TERMINATIONS & INACTIVATIONS**

EVALUATION OF STUDENT EMPLOYEES

Employing departments should evaluate student employees:

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

After the student employee's supervisor has discussed the evaluation with the student employee, the Evaluation of Student Employee form should be sent to Financial Aid Student Employment Services. The evaluation form is kept in the student's employment file for future job reference.

Evaluation of Student Employee forms are available on E-Forms.

STUDENT EMPLOYEE TERMINATIONS

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 or vacation period. Only emergency reasons should be valid to cease employment at any other time.

To terminate a student employee:

- Complete the Evaluation of Student Employee Electronic E-Form.
- Complete the Student Employment Termination/Inactivation Electronic E-Form.

Submit both forms to Financial Aid Student Employment Services.

STUDENT EMPLOYMENT UNDERHOURS REPORT

The Student Employment Underhours Report indicates to employing departments their student employees who are not currently enrolled for the minimum number of credit hours to continue to be employed in the Student Employment Program. This report is run monthly by Financial Aid Student Employment Services and mailed to the employing departments.

Employing departments are requested to either terminate, inactivate, or advise student employees to immediately enroll for the required number of credit hours to remain eligible for student employment. If a student will be enrolling or increasing their enrollment, he/she may not continue working until proof of enrollment has been provided to their employer, either through the student's personal SalukiNet record, or the student has been provided a work authorization slip from Student Employment Services to return to their employer.

Provided on the report, for departmental reference, are the applicable semester minimum enrollment requirements for all students. Departments are requested to complete, sign and return the Student Employment Underhours Report to Financial Aid Student Employment Services by the date specified at the bottom of the report.

Interpreting the Student Employment Underhours Report:

NAME	The name of the student employee.
ASSIGNMENT NUMBER	The student employee's assignment number.
INTERNATIONAL STUDENT	Flag indicating if the student is an international student: Y = International student
CAREER CLASSIFICATION	The student's career classification: U = Undergraduate G = Graduate
ENROLLMENT HOURS	The student's current enrollment hours.
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.

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& INACTIVATIONS*

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 IX - STUDENT EMPLOYMENT EVALUATIONS, TERMINATIONS
& INACTIVATIONS**

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 Organization: Financial Aid Office-SIUC Student Employment Underhours Report Date/Time: 07-13-2001 08:33:48
 Mailcode: 4702 By Organization Academic Semester Summer, 2001

Name	Assignment Number	International Student	Career Classification	Enrollment Hours	Withdraw Date	Terminate Student	Inactivate Student	Last Day Of Work	Student will Enroll or Increase Hours
Doe, Daisy	23720		U	0.0				__/__/__	
Doe, Donald	22851		U	0.0				__/__/__	
Moore, Mandy	22885-2		U	0.0				__/__/__	
Taylor, Thomas	25108		U	0.0				__/__/__	
Williams, Wanda	23514		U	0.0				__/__/__	

These students are not eligible to be employed in the student employment program and must stop working immediately.
 Enrollment requirements for Summer, 2001 are: International Grad 3.0, International Ugrad 6.0, Non-International Grad 3.0,
 Non-International Ugrad 6.0.

Please mark whether the student should be:
 Terminated - The student is not expected to return to work at your department the following semester.
 (Please provide the last day the student worked.)
 Inactivated - The student is expected to return to work at your department the following semester.
 (Please provide the last day the student worked.)
 Enrolling - The student will be enrolling or increasing their enrollment for this semester.

If the student will be enrolling or increasing their enrollment he/she may not work until proof of enrollment has been brought to the Financial Aid Office and the student has been provided a work authorization.

Please return this form to The Financial Aid Office by 06/01/2001 Departmental Representative _____
 (Signature)