

TABLE OF CONTENTS

Forms Information	1
Purpose	2
 Section I - STUDENT EMPLOYMENT ELIGIBILITY REQUIREMENTS	
Enrollment Requirements	I-2
Student Employment Referral Requirements	I-3
Other Eligibility Requirements	I-3
 Section II - STUDENT EMPLOYMENT DEPARTMENTAL RESPONSIBILITIES	
 Section III - STUDENT EMPLOYMENT JOB OPENINGS	
Security-Sensitive Positions	III-2
Posting Job Openings	III-2
Original Job Posting	III-2
Revision of a Current Opening	III-3
Removing ("Unposting") Job Openings	III-3
 Section IV - STUDENT EMPLOYMENT HIRING PROCESS	
Determining Who to Hire	IV-2
Student Employment Referral	IV-2
Employment Eligibility Verification (I-9) Form	IV-7
Instructions for Directing the Student After the Student Employment Referral and I-9 are Completed	IV-10
Authorization to Begin Employment	IV-11
 Section V - STUDENT EMPLOYMENT PAYROLL PROCESS	
On-Line Student Employment Time Entry	V-2
Student Employment Time Reports	V-2
Student Employment Payroll Certification	V-6
Automatic Rate Increase Element Entry Report	V-9
Payment of Student Employees	V-11
 Section VI - FEDERAL WORK-STUDY (FWS) PROGRAM	
 Section VII - STUDENT EMPLOYMENT PAY STRUCTURE	
Permanent Increases in Wage Rate	VII-2
Longevity	
Job Classification Increase in Wage Rate	VII-2
Other Increases in Wage Rate	VII-3
Merit	
Excess Qualifications/Market Adjustment	
Temporary	

**Section VIII - STUDENT EMPLOYMENT RECOMMENDATION FOR
CHANGE IN STATUS AND STUDENT EMPLOYMENT CHANGE
IN ASSIGNMENT COSTING**

**Section IX - STUDENT EMPLOYMENT EVALUATIONS, TERMINATIONS &
INACTIVATIONS**

Evaluation of Student Employees	IX-2
Student Employee Terminations	IX-2
Student Employment Underhours Report	IX-3

Section X - STUDENT EMPLOYMENT MISCELLANEOUS POLICIES

Student Employment Workers' Compensation	X-2
Grievance Policy	X-4
Release of Employment Verification Information	X-6

Appendix A – STUDENT EMPLOYMENT POSITIONS

By Organization

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 with an educated, ambitious, and energetic work force, whose diverse cultural backgrounds also provide opportunity for cultural exchange between them and faculty/staff members. Also, by maximizing use of Federal Work Study (FWS) funds, the employer can hire student employees while maintaining a low payroll expense.

The SIUC 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 and employs approximately 4,000 students, on campus, annually. The Student Employment Program is dedicated to enhancing student development by creating challenges and teaching responsibility. Each year in cooperation with the National Student Employment Association (NSEA), the Financial Aid Office sponsors an annual "Student Employee of the Year Award": recognition in support of this objective.

This manual has been developed to assist departmental staff who are involved with student employees in order to provide the most positive results from employer-student employee relations. It also serves as a helpful reference tool in answering questions pertaining to the Student Employment Program and is organized by topic, which should make it easier to follow. Please contact Student Employment Services at 453-4629, or stop by their office in Woody Hall, B-Wing, third floor, Room 360.

FORMS INFORMATION

ELECTRONIC FORMS (E-FORMS)

Adobe Acrobat Reader Version 9 or Version X(10) is recommended to view and update e-Forms

Access E-Forms via the SIUC Central Electronic Forms Library website at <http://eforms.siu.edu/index.html>

Select To locate an e-Form,...Click Here

Enter a **Keyword Search** – A functional term relating to the form’s use to access the actual form template, ex. “Student”

Link to a specific e-Form

Read a description of the form on the e-Form Information screen

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