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**Appendix A – STUDENT EMPLOYMENT JOB CLASSIFICATIONS**

**Appendix B – STUDENT EMPLOYMENT POSITIONS**

- By Job Classification
- By Department

## FORMS INFORMATION

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### **ELECTRONIC FORMS (E-FORMS)**

**Accessing E-forms – E-Forms are accessed through the AIS main page**  
(<http://www.siu.edu/~ais/eforms/cdale/index.htm>).

- Click on Electronic Forms under the Administrative Information Systems heading.

**The Electronic Forms main page contains:**

- FormFlow 99 Filler (software requirement).  
If you have not already downloaded FormFlow 99 Filler, you will need to download and install this software. Select this option from the Electronic Forms page and Follow the specified instructions.
- Links to campus-specific E-Forms.
  - Carbondale Campus
  - Edwardsville Campus
  - Springfield Forms
- Click on the Carbondale Forms

**The Electronic Forms – Carbondale main page contains:**

- Instructions – detailed instructions for completing each form.
- Forms – actual form templates
- Business Processes (under HR Form Quick Links) – required business process for each form

## **PURPOSE**

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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 fields of study when employed in various academic units or departments. The Student Employment Program is financially rewarding to students in providing income to be used for either educational or personal expenses. The financial independence student employment provides can also give the student a sense of self-worth, which can result in improved academic success and interpersonal relationships. Student employment offers opportunity for students to make contacts with role models in their respective fields and secure employment references. The Student Employment Program is dedicated to enhancing student development by creating challenges and teaching responsibility. Financial Aid, in cooperation with the National Student Employment Association (NSEA), sponsors an annual "Student Employee of the Year Award" recognition program in support of this objective.

The university community receives many benefits from employing students on campus. The student population provides the university departments with a wide selection of employees from an educated, ambitious and energetic work force. By maximizing use of Federal Work-Study (FWS) funds, the employer can hire student employees while maintaining a low payroll expense. The diverse cultural background of the university population provides the opportunity for cultural exchange between students and faculty/staff members.

Southern Illinois University Carbondale is known nationwide for its extensive Student Employment Program. SIUC employs over 4,000 students on campus yearly who earn over \$10 million. The Student Employment Program is a cooperative effort among Financial Aid, Central Payroll, and the university's hiring departments. 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. We encourage everyone to keep this manual in a binder or notebook that is easily accessible and to use it when questions arise. The manual is organized by topics, which should make it easier for departments to follow and to be updated in the future. Financial Aid produces this manual to serve as a helpful reference tool in answering questions pertaining to the Student Employment Program. If you have any questions concerning the contents of this handbook, please feel free to contact student employment services at 453-4629 or stop by their office in the Financial Aid Office Woody Hall, B-Wing third floor, Room 360.