

Am I eligible to work?

In order to work on campus you must meet certain eligibility requirements, these are:

Enrollment Requirements

U.S. Citizens and Permanent Residents

- Undergraduate – fall, spring & summer 6 credit hours.
- Graduate – fall & spring 6 credit hours, summer 3 credit hours.

International Students

- Undergraduate – fall & spring 12 credit hours, summer 6 credit hours.
- Graduate – fall & spring 9 credit hours, summer 3 credit hours.
- Graduate (and also employed as a graduate assistant) – fall & spring 6 credit hours, summer 3 credit hours.

Miscellaneous Requirements

- Must be at least 16 years of age.
- Must comply with the Selective Service regulations.
- Must not be in default on the repayment of an educational loan.
- Must comply with the Drug-Free Workplace Guidelines.
- Must comply with the NCAA regulations regarding the employment of a student-athlete.
- Must submit to a Pre-Employment Background Investigation if you apply for a security sensitive position.
- Must meet with the International Students and Scholars office if you are an international student.
- Must complete Ethics Training for State of Illinois employees.

What's a Student Employment Referral and how can I get one?

- A student employment referral lets a department know that you are eligible to work on campus and also lets them know if you are eligible for Federal Work-Study (FWS).
- U.S. citizens and permanent residents can obtain a Student Employment Referral at the Financial Aid Office or online through your Saluki Net access.
- International students can obtain a Student Employment Referral at the International Students and Scholars Office.

How can I tell what jobs are available?

Most campus employers post their job openings on the Financial Aid Office website. You can access our website at www.siuc.edu/~fao.

- Click on “**Student Employment**” and then on “**Finding a Student Employment Job**”.
- If your referral indicates that you are eligible for FWS click on either FWS job listings or on FWS/Non-FWS job listings.
- If you are not eligible for FWS click on FWS/Non-FWS job listing.

What do I do if I find a job that interests me?

- Check to make sure you meet the requirements of the job. Do not apply for a job if you do not meet all requirements including FWS eligibility and scheduled work hours.
- Make sure you have all documents to establish identity and employment eligibility. Commonly used documents: birth certificate, driver's license, social security card or U.S Passport.

I've been asked to interview, what do I do?

If a potential employer asks you to come to their office for an interview or to complete an application, be sure to make a good first impression. You should:

- Be on time, presentable and respectful.
- Communicate your value through your accomplishments.
- Take your student employment referral and your documents establishing identity and work eligibility with you.

They offered me the job now what do I do?

- Your new employer will complete an I-9 form and section 2 of your student employment referral. Once these two documents are completed, you are ready to finalize the hiring process.
- U.S. citizens and permanent residents need to take their hiring documents to the Financial Aid Office; International students need to take their hiring documents to the Nonresident Alien Tax Compliance officer in Accounts Payable.

You will also be requested to complete:

- Federal & State Tax Withholding Form.
- Electronic Direct Deposit (EDD) Form. (You are encouraged to participate in EDD. You will need to bring a voided check with you.)
- Personal Data Form.
- Offline Ethics Training Form

Once you have completed all the hiring documents; you will be given a Supplemental Time card for your employer and a Student Employment handbook that should answer any questions that you may have concerning the Student Employment Program.

How much will I be paid?

In most cases, the pay structure ranges from the SIUC established minimum wage rate \$7.75 to a maximum wage rate of \$8.50 per hour. You will begin employment at the minimum rate unless you qualify for a job classification increase or an excess qualification/market adjustment increase.

How many hours can I work?

It is recommended that students work no more than 20 hours per week when school is in session.

However U.S. citizens and permanent residents can work up to 29.5 hours per week when school is in session and International students can work up to 20 hours per week when school is in session.

Employment as a graduate assistant, undergraduate assistant and housing resident assistant or extra-help civil service will reduce the number of hours you are allowed to work in the student employment program.

How often will I get paid?

You will be paid on a bi-weekly basis (every other Friday). Payroll periods run Sunday through Saturday, with the payday being the second Friday following the end of the payroll period.

How do I know how much my check will be for?

You are encouraged to view your payroll information on SalukiNet (<http://salukinet.siu.edu/>), which is updated the Wednesday prior to each scheduled payday.

Office Directory

Financial Aid Office

Woody Hall B-Wing
Third Floor
453-4334

Payroll

Miles Hall
First Floor
453-3391

Student Employment Services

Woody Hall B-Wing
Third Floor
Room 360
453-4629

International Students & Scholars Office

Northwest Annex
B-Wing
453-5774

Intercollegiate Athletics

SIU Arena
453-5311

Non-Resident Alien Tax Compliance Office

Miles Hall
First Floor
453-2253



**Financial Aid office
Southern Illinois University
Carbondale**

**FINDING A STUDENT JOB
ON CAMPUS IS IMPORTANT
BECAUSE....**

**MONEY MATTERS
MONEY MATTERS**

*Helping you finance
your education and providing
valuable work experience.*