



# UNDERGRADUATE STUDENT EMPLOYMENT CHECKLIST

Student Name:	UIN:
Birthdate:	SSN:
*Start Date:	UIS E-mail:
Job Title:	<input type="checkbox"/> New Hire <input type="checkbox"/> Rehire
Supervisor:	Rate of Pay: \$
Department:	Campus Telephone:
FOPAL:	Timesheet Method: <input type="checkbox"/> Department <input type="checkbox"/> Web

## Supervisor and Student Employee

- Position posted on UIS CareerConnect for three days and/or three candidates interviewed
- Start date and work schedule determined
- Timesheet instructions and Payroll Schedule given to student
- Department policies and procedures have been reviewed with student
- Student has read and understands rights and responsibilities
- Completed and signed form sent to Jé Greer, Office of Financial Assistance
- Departmental processor notified to *initiate a New Hire* or *Add a Job* in Front End

Does the student have a current UIS position?  Yes  No

Department: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Students who are citizens and permanent residents are limited to working no more than 25 hours and international students are limited to 20 hours per week during the fall and spring semesters.

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Employee Signature

\_\_\_\_\_  
Date

## Office of Financial Assistance

- CareerConnect  I-9 Completed  Enrollment Verified  Federal Work-Study \$ \_\_\_\_\_

\_\_\_\_\_  
Office of Financial Assistance Approval

\_\_\_\_\_  
Date

**\*Student employee can begin working only after this entire form has been completed. The Office of Financial Assistance will e-mail completed form to the Supervisor when all requirements are met.**

## University of Illinois Springfield – Office of Financial Assistance

One University Plaza, MS UHB 1015 – Springfield, Illinois 62703-5407  
(217) 206-6724 • Fax (217) 206-7376

## Student Employee Rights and Responsibilities

The rights of the Student Employee are:

- The right to be treated fairly and equitably by the University and Employer.
- The right to know what is expected of them concerning their work schedule, actual duties, and any other requirements made by the supervisor.
- The right to be informed about their work performance through verbal communication and performance evaluations.
- The right to an explanation if they are terminated.
- The right to review their employment file including department evaluations.
- The right to use their campus jobs as references for future employers and/or credit institutions.

When hired for a position, the student becomes a member of a work unit that depends on him or her. Therefore, the supervisor may reasonably expect the student to:

- Report ready to work at the scheduled time.
- Complete duties and not conduct personal business while at work.
- Work with a cooperative and positive attitude.
- Notify the supervisor as soon as possible of any changes in work schedule and of projects and exams which may interfere with the work schedule.
- Keep an accurate record of hours worked.
- Submit the completed time-card/time-sheet and/or complete and submit electronic time-sheet to supervisor on time.
- Adhere to any confidentiality/security agreements set forth by employer.
- Notify each supervisor if employed in more than one position on campus.
- Notify supervisor of any job-related accident.
- Dress appropriately for the work place.
- Maintain the required enrollment of at least 6 credit hours for regular hourly student employees.
- Notify the Student Employment Unit of any problems with a supervisor or work situation that cannot be resolved.
- Remember that you **cannot** work during scheduled class times.

**University of Illinois Payroll Schedule**

Pay Year	Pay Number	Begin Date	End Date	Pay Date
2020	18	8/9/2020	8/22/2020	9/2/2020
<b>2020</b>	<b>19</b>	<b>8/23/2020</b>	<b>9/5/2020</b>	<b>9/16/2020</b>
2020	20***	9/6/2020	9/19/2020	9/30/2020
2020	21	9/20/2020	10/3/2020	10/14/2020
2020	22	10/4/2020	10/17/2020	10/28/2020
2020	23	10/18/2020	10/31/2020	11/10/2020
2020	24	11/1/2020	11/14/2020	11/25/2020
2020	25	11/15/2020	11/28/2020	12/9/2020
2020	26	11/29/2020	12/12/2020	12/23/2020
<b>2021</b>	<b>1</b>	<b>12/13/2020</b>	<b>12/26/2020</b>	<b>1/6/2021</b>
2021	2	12/27/2020	1/9/2021	1/20/2021
2021	3	1/10/2021	1/23/2021	2/3/2021
2021	4	1/24/2021	2/6/2021	2/17/2021
2021	5	2/7/2021	2/20/2021	3/3/2021
2021	6	2/21/2021	3/6/2021	3/17/2021
2021	7**	3/7/2021	3/20/2021	3/31/2021
2021	8	3/21/2021	4/3/2021	4/14/2021
2021	9	4/4/2021	4/17/2021	4/28/2021
2021	10	4/18/2021	5/1/2021	5/12/2021
2021	11	5/2/2021	5/15/2021	5/26/2021
<b>2021</b>	<b>12</b>	<b>5/16/2021</b>	<b>5/29/2021</b>	<b>6/9/2021</b>
2021	13	5/30/2021	6/12/2021	6/23/2021
2021	14	6/13/2021	6/26/2021	7/7/2021
2021	15	6/27/2021	7/10/2021	7/21/2021
2021	16	7/11/2021	7/24/2021	8/4/2021
2021	17	7/25/2021	8/7/2021	8/18/2021
2021	18	8/8/2021	8/21/2021	9/1/2021
<b>2021</b>	<b>19</b>	<b>8/22/2021</b>	<b>9/4/2021</b>	<b>9/15/2021</b>