



UIS STUDENT EMPLOYMENT CHECKLIST

Student Name:	UIN:
Birthdate:	SSN:
*Start Date:	UIS E-mail:
Job Title:	<input type="checkbox"/> New Hire <input type="checkbox"/> Rehire <input type="checkbox"/> LLE <input type="checkbox"/> Grad hrly
Supervisor:	Rate of Pay: \$
Department:	Position ID:
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 jgree6@uis.edu via [PEAR](#) or drop off at HRB 30
- 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

UIS Student Employment

- CareerConnect I-9 Enrollment _____ Federal Work-Study _____

UIS Student Employment Approval

Date

***Student employee can begin working only after this entire form has been completed. Student Employment will e-mail completed form to the Supervisor when **all** requirements are met.**

University of Illinois Springfield – Student Employment

One University Plaza, MS HRB 30 – Springfield, Illinois 62703-5407
(217) 206-8265 • Fax (217) 206-7145

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
2022	12	5/15/2022	5/28/2022	6/8/2022
2022	13	5/29/2022	6/11/2022	7/6/2022
2022	14	6/12/2022	6/25/2022	7/6/2022
2022	15	6/26/2022	7/9/2022	7/20/2022
2022	16	7/10/2022	7/23/2022	8/3/2022
2022	17	7/24/2022	8/6/2022	8/17/2022
2022	18***	8/7/2022	8/20/2022	8/31/2022
2022	19	8/21/2022	9/3/2022	9/14/2022
2022	20	9/4/2022	9/17/2022	9/28/2022
2022	21	9/18/2022	10/1/2022	10/12/2022
2022	22	10/2/2022	10/15/2022	10/26/2022
2022	23	10/16/2022	10/29/2022	11/9/2022
2022	24	10/30/2022	11/12/2022	11/23/2022
2022	25	11/13/2022	11/26/2022	12/7/2022
2022	26	11/27/2022	12/10/2022	12/21/2022
2022	1	12/11/2022	12/24/2022	1/4/2023
2023	2	12/25/2022	1/7/2023	1/18/2023
2023	3	1/8/2023	1/21/2023	2/1/2023
2023	4	1/22/2023	2/4/2023	2/15/2023
2023	5	2/5/2023	2/18/2023	3/1/2023
2023	6	2/19/2023	3/4/2023	3/15/2023
2023	7***	3/5/2023	3/18/2023	3/29/2023
2023	8	3/19/2023	4/1/2023	4/12/2023
2023	9	4/2/2023	4/15/2023	5/10/2023
2023	10	4/16/2023	4/29/2023	5/10/2023
2023	11	4/30/2023	5/13/2023	5/24/2023
2023	12	5/14/2023	5/27/2023	6/7/2023
2023	13	5/28/2023	6/10/2023	6/21/2023
2023	14	6/11/2023	6/24/2023	7/5/2023
2023	15	6/25/2023	7/8/2023	7/19/2023
2023	16	7/9/2023	7/22/2023	8/02/2023
2023	17	7/23/2023	8/5/2023	8/16/2023