

**UNIVERSITY OF ILLINOIS  
SPRINGFIELD**  
**Application for Graduate Hourly Work**

Student's Name: \_\_\_\_\_ UIN: \_\_\_\_\_

Academic Degree Program: \_\_\_\_\_ Academic Advisor: \_\_\_\_\_

**Term(s) in which you are applying to work in a Grad Hourly position (You MUST apply to the position via CareerConnect):** Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

Employing Unit: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Period of appointment (mm/dd/yy to mm/dd/yy): \_\_\_\_\_ Projected work hours per week: \_\_\_\_\_

*A job end date must be provided in period of appointment and cannot be later than the last day of the semester in which the student is graduating. Please refer to the Academic year calendar accurate dates.*

**Do you currently have an appointment as a GA or GPSI employee?**  YES  NO

**YES:** With prior approval, GA who are U.S. citizens or permanent residents may work no more than 7 hours per week in a graduate hourly position at UIS during the fall and/or spring semesters when classes are in session, while GPSI students with the same status may work no more than 10 hours in a graduate hourly position. When classes are not in session and during the summer, assistants may work up to 37.5 hours per week. **International students hired as graduate assistants or GPSI interns are not eligible to work in graduate hourly positions while school is in session due to visa restrictions. They may only work in a graduate hourly position at UIS during the fall and/or spring semesters when classes are NOT in session and/or during the summer for no more than 37.5 hours per week.** GA fall/spring appointments are Aug 16<sup>th</sup> – May 15<sup>th</sup> and summer appointments are May 16<sup>th</sup> - Aug 15<sup>th</sup> due to assistantship contracts.

**NO:** Graduate students who are U.S. citizens or permanent residents and are not employed as GAs or GPSI interns, may work up to 25 hours per week in a graduate hourly position at UIS during the periods when classes are in session, provided they are enrolled in a minimum of 6 credit hours during each term of employment. **International students can work no more than 20 hours per week when classes are in session. During periods of the fall/spring semester(s) when classes are not in session and during the summer, a Graduate Hourly employee (U.S. citizen, permanent resident, or international) may work up to 37.5 hours per week.**

**GENERAL INFO:** For summer employment, graduate hourly employees must have been enrolled in a minimum of 6 graduate level, degree-required credit hours in the preceding semester or during the summer semester in which they are working. **International students who are continuing their studies in the summer or will graduate at the end of summer may work no more than 20 hours per week. International students that graduate in May are not permitted to work in a Graduate Hourly position during the summer.** Graduate hourly wages earned during the summer are subject to the taxation associated with the tuition and service fee waiver if assistants are enrolled in summer courses and receiving waiver benefits.

**Student's Statement of Understanding**

*I understand the policies outlined above for graduate hourly employees and ensure that I will follow these policies*

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

**Supervisor's Statement of Understanding**

*I understand the policies outlined above for graduate hourly employees and I will ensure that the assigned graduate hourly employee follows these policies. Furthermore, I understand that the graduate hourly position may not extend later than the date(s) noted above and will complete a new form if the student is rehired for the next academic year.*

\_\_\_\_\_  
Signature of Supervisor Date

**CFOAPAL from which position will be paid:** 4 - \_\_\_\_\_ - \_\_\_\_\_ - 215200 - \_\_\_\_\_

**Hourly Pay Rate:** \$ \_\_\_\_\_ **Time Entry (Check One):** Web \_\_\_\_\_ **Department** \_\_\_\_\_

**Return this form to Student Employment at [StudentEmployment@uis.edu](mailto:StudentEmployment@uis.edu) . If you are a first time UIS employee, you MUST schedule an I-9 appointment. You cannot begin working until after your I-9 is complete and your supervisor has gone over department policies, time submission, retrieving earnings statements, and all other relevant details.**

<b>Student Employment Approval</b>	# Hrs Enrolled: _____
_____ Signature of Student Employment Office	_____ Date
	Applied in CareerConnect: _____

## 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.

<b>University of Illinois Payroll Schedule</b>				
<b>Pay</b>	<b>Pay</b>	<b>Begin</b>	<b>End</b>	<b>Pay</b>
<b>Year</b>	<b>Number</b>	<b>Date</b>	<b>Date</b>	<b>Date</b>
<b>2022</b>	<b>12</b>	<b>5/15/2022</b>	<b>5/28/2022</b>	<b>6/8/2022</b>
2022	13	5/29/2022	6/11/2022	6/22/2022
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
<b>2022</b>	<b>19</b>	<b>8/21/2022</b>	<b>9/3/2022</b>	<b>9/14/2022</b>
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
<b>2023</b>	<b>1</b>	<b>12/11/2022</b>	<b>12/24/2022</b>	<b>1/4/2023</b>
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	4/26/2023
2023	10	4/16/2023	4/29/2023	5/10/2023
2023	11	4/30/2023	5/13/2023	5/24/2023
<b>2023</b>	<b>12</b>	<b>5/14/2023</b>	<b>5/27/2023</b>	<b>6/7/2023</b>
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