



# Student Employment

UNIVERSITY OF ILLINOIS SPRINGFIELD

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

## Supervisor and Student Staff

- 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](mailto:jgree6@uis.edu) via [PEAR](#) (preferred) 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 Staff Signature

\_\_\_\_\_  
Date

## UIS Student Employment Use Only

CareerConnect  I-9  Enrollment \_\_\_\_\_  Federal Work-Study \_\_\_\_\_

\_\_\_\_\_  
UIS Student Employment Approval

\_\_\_\_\_  
Date

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

## **Student Employee Rights and Responsibilities**

The rights of Student Staff are:

- The right to be treated fairly and equitably by the University and Supervisor.
- The right to know what is expected of them regarding 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.
- Maintain the required minimum enrollment of six(6) credit hours.
- Notify all supervisors if employed in more than one position on campus.
- Adhere to all confidentiality/security agreements set forth by employer.
- Complete assigned duties in a timely manner.
- Notify supervisor of any job-related accident.
- Not conduct personal business while at work
- Not work during scheduled class times.
- 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.
- Notify Student Employment of any problems with a supervisor or work situation that cannot be resolved.

### **University of Illinois Springfield – Student Employment**

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