



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"/> LLE <input type="checkbox"/> Remote
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 akess@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/permanent residents are permitted to work up to 25 hours per week and international students are permitted to work up to 20 hours per week during the fall and spring semesters.

Supervisor Signature

Date

Student Employee Signature

Date

UIS Student Employment Use Only

CareerConnect I-9 Hrs Enrolled _____ Federal Work-Study _____

UIS Student Employment Approval

Date

***Student employee cannot begin working until this entire form has been completed. Student Employment will return approved checklist 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) 206-6652 • 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 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.
- Notify each supervisor if each
- Complete assigned duties
- 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.