



# Student Employment

UNIVERSITY OF ILLINOIS SPRINGFIELD

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

Terms being applied to work in Grad Hourly Position: Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

Employing Unit: \_\_\_\_\_ Job Title: \_\_\_\_\_

Please select one: ☐ New Hire ☐ Rehire Supervisor Name: \_\_\_\_\_

Period of appointment: \_\_\_\_\_ Projected work hours per week: \_\_\_\_\_

*A job end date must be provided in the 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](#) for accurate dates.*

Do you currently have an appointment as a GA or GPSI employee?

☐ YES

☐ NO

**IF YES:** With prior approval, GA's who are U.S. citizens or permanent residents may work no more than 7 hours per week in a graduate hourly position during the fall and/or spring semesters when classes are in session. 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, GA's 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.

**IF 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 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 graduate students must be enrolled in a minimum of 9 credit hours and may 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, all graduate hourly employees (U.S. citizen, permanent resident, and international) may work up to 37.5 hours per week.**

**GENERAL INFO:** For summer employment, international graduate hourly employees must have been enrolled in a minimum of 9 graduate level, degree-required credit hours in the preceding semester or 3 credit hours 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 who have met the minimum required enrollment in the spring and are not enrolled into summer courses may work up to 37.5 hours. International students that graduate in May are not permitted to work in a graduate hourly position during the summer.** All other students must be enrolled in a minimum of 6 credit hours in the preceding semester or 3 credit hours during the summer semester in which they are working. 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

Complete this form and return to [akess@uis.edu](mailto:akess@uis.edu) via [PEAR](#) (preferred) or drop off at HRB 30. If you are a first time UIS employee, you MUST have an I-9 on file. 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.

## Student Employment Approval

☐ I-9

☐ CareerConnect/JD

☐ Hours Enrolled \_\_\_\_\_

\_\_\_\_\_  
*Signature of Student Employment Office*

\_\_\_\_\_  
*Date*

## **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.

### **Once hired for a position, you become a member of a work unit that depends on you. Therefore, the supervisor may reasonably expect the student to:**

- Be reliable in attending all work shifts.
- Work with a cooperative and positive attitude.
- Display a professional image for the department and the university.
- Complete assigned duties and not conduct personal business while at work.
- Notify the supervisor as soon as possible of any changes in work schedule and of projects or exams which may interfere with the work schedule.
- Keep an accurate record of hours worked.
- Submit the completed timecard and/or the electronic time-sheet to supervisor on time.
- Adhere to all confidentiality/security policies set forth by employer.
- Notify all supervisors if employed in more than one position on campus.
- Notify supervisor(s) of any job-related accident.
- Maintain the required enrollment of at least 6 credit hours for domestic students.
- International undergraduate students must maintain the required enrollment of at least 12 credit hours. International graduate students must maintain the required 9 credit hours.
- Notify supervisor(s) immediately if required enrollment changes
- Notify Student Employment of any problems with a supervisor or work situation that cannot be resolved.
- Remember that you **cannot** work during scheduled class times.