



Job Aid

System: SEF (Student Employment Form)

Task: USEF (Undergraduate Student Employment Form) Supervisor

Date: 3/30/26

Access form via [Link](#)

Login via Dual Authentication

Student Employment - Undergraduate

To continue, you must log in.

Log In

Log In

Please choose how you would like to log into the FormBuilder application:


I am from University of Illinois Springfield

Supervisor Initiates Transaction

- Read through the instructions and note that your information is populated at the top as the form submitter.

Hello Jason Kosowski, and Welcome to the Graduate Student Employment Form (GSEF)

As the student employee supervisor, you are responsible for providing accurate information in the employment form. Once you have entered all the required information into the boxes and submit the form, the student will receive an email from NoReply@uis.edu directly to their UIS email address. The student will be provided with a link for them to access the form and fill out their portion and will then be asked to sign the form electronically. After the student has completed their portion, an email will be sent to the initiating supervisor. The supervisor then meets with their student employee to go over the following information.

1. Start date and work schedule determined
2. Timesheet instructions and payroll schedule given to student
3. Department policies and procedures have been reviewed with student
4. Student has read and understands rights and responsibilities

Once these have been discussed, the supervisor will sign the form acknowledging the student has been provided with all the necessary information. The supervisor will then select "submit" again, and the form will be sent to Student Employment for review. When the form is approved and completed by Student Employment, the initiating supervisor, student employee, and HRFE managers will receive an email with a link to view the completed form.

Your Information:

Name: Jason Kosowski

NetID: jkoso2

Email: jkoso2@uis.edu

Please provide the following information for the student employee.

- Enter the Student Employees NetID into the designated field and hit Tab or click to the next field. This will populate information to direct workflow later. Enter the student employees' UIS email address as well.

Student Employee NetID (first part of UIS email address before @uis.edu):*

Student Employee Email:*

- Enter the Job Title, select if the position has been posted, if the position is a regular driver, enter the start date, hourly rate, and select employment type.

Job Title:*

Has this position been posted?*

- Yes
 No

Is this position considered a regular driver?*

- Yes
 No

If unsure you can access the policy via this [LINK](#)

Start Date:*


 

Subject to change based on completion of pre-employment requirements.

Hourly Pay Rate:*

Pending student employment approval.

Employment Type:*

- Select timesheet method, type in supervisor NetID, job department, FOPAL, and leave any comments. Comments are visible to students so keep that in mind.

Timesheet Method:*

Supervisor NetID (first part of UIS email address before @uis.edu):*

Job Department:*

FOPAL (4-XXXXXX-XXXXXX-XXXXXX):*

Comments:

Provide any comments or notes. Anything input into this comment box will be visible by the student.

Once the form is complete and “Submit” is clicked, the designated student employee will receive an email to their UIS email address with a link to complete their portion of the form. **You can save and return to the form** if you are not able to enter all the required information to submit the form. You will receive an email with a link to the form to complete the process when you have time.

Save and Return Later

Submit

Once the Student Employee has completed their step. The designated supervisor will receive an email with a link to complete the Supervisor Approval step.

If the Student Employee noted an issue/error, they will send the form back to the initiator for correction. The initiating supervisor will receive an email with an explanation of what the Student Employee said was incorrect along with a link to the form. They can then access the form, make the update, and submit it back to the student for confirmation.

Supervisor Approval Step

- Check your UIS email for the employment form submission confirmation and open the form via the link in the email.

Undergraduate Student Employment Form Submission: Jason Kosowski



No-Reply@uis.edu

To: Kosowski, Jason W



Mon 10/20/2025 10:48 AM

Hello Jason Kosowski

Student employee Jason Kosowski has submitted a USEF for your approval.

You can access the for via this link:

https://appserv7.admin.uillinois.edu/FormBuilderSurvey/Survey/uis_human_resources/student_employment/student_employment_undergraduate_00/Survey?formResponseId=3a1ef4a0-361d-4210-a3a7-b37c0104172a

Thank you

- Read through the instructions and verify that the information provided by the student is correct.

Hello and welcome to the supervisor acknowledgment section of the Undergraduate Student Employment Form (USEF)

Please verify with the student employee the following:

1. Start date and work schedule determined
2. Timesheet instructions and payroll schedule given to student
3. Department policies and procedures have been reviewed with student
4. Student has read and understands rights and responsibilities

When complete, submit this form, and Student Employment will be notified. Student Employment will process any remaining tasks and you will be notified via email once the student meets all requirements for employment and are approved to begin working.

Is the information provided by the student complete?*

Yes

Your Name:*

Jason Kosowski

Today's Date:*

10/20/2025

Check this box to confirm you have shared all relevant information with the student and are ready for this form to be submitted to Student Employment.*

Save and Return Later

Submit

If the information provided by the student is not correct, select no and provide an explanation. This will email the form back to the student for correction. The Student Employee can update the form and submit to the Supervisor Approval step again.

Is the information provided by the student complete?*

No

If the information is not complete please state what needs to be updated.*

Test reason for student to correct

Please be precise with what needs correction and click submit. This will notify the student to make corrections and submit the form again.











Save and Return Later

Submit

Once you have completed the Supervisor Approval step and submitted the form, Student Employment is notified to start their process. Once Student Employment is done with their process, notification emails will be sent to the Student Employee, Initiating Supervisor, Student Employment, and HRF manager.

If Student Employment discovers an issue that needs correction, they will make a note and send the form back to the Initiating Supervisor for correction. You will receive an email with a link to the form along with a description of what needs to be updated. If Student Employment sends the form back to the Initiating Supervisor, it starts the process over again. The Initiating Supervisor makes the update, the Student Employee verifies and approves, and the Supervisor approves and submits again. Student Employment can make some changes to what was provided, but all major changes need to be acknowledged again to ensure all parties are aware of said changes.

Undergraduate Student Employment Form Attention Needed for: Jason Kosowski

 No-Reply@uis.edu        
To:  Kosowski, Jason W Mon 10/20/2025 11:11 AM

Hello Jason Kosowski


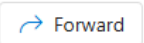
You are receiving this email as Student Employment has noted the following issues with the USEF for Jason Kosowski

Comments:
Test comment back to initiating supervisor

Please make the requested changes and submit through the process again.

You can access the form via this link:
https://appserv7.admin.uillinois.edu/FormBuilderSurvey/Survey/uis_human_resources/student_employment/student_employment_undergraduate_00/Survey?formResponseId=3a1ef4a0-361d-4210-a3a7-b37c0104172a

Thank you

Workflow Diagram

