



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"/> Rehire <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

- 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 right 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 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

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.

UIS Student Employment Use Only	
<input type="checkbox"/> CareerConnect/JD <input type="checkbox"/> I-9 <input type="checkbox"/> Hours Enrolled _____ <input type="checkbox"/> 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.

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.