

# **SALARIED EIU STUDENT EMPLOYMENT AUTHORIZATION REQUEST**

Complete all blanks – failure to complete will result in the return of your request

STUDENT BIRTH DATE \_\_\_\_\_ E # \_\_\_\_\_

STUDENT'S NAME \_\_\_\_\_  
Last First Initial

**INTERNATIONAL STUDENT** \_\_\_ Yes or \_\_\_ No Please note special employment regulations regarding International Student Employees available at <http://www.eiu.edu/~finaid/text/regs.htm>.

JOB TITLE \_\_\_\_\_ POSITION # \_\_\_\_\_

JOB DUTIES (REQUIRED): \_\_\_\_\_

**FOR SALARIED STUDENT EMPLOYEES, THE BEGINNING AND ENDING DATE MUST COINCIDE WITH THE BEGINNING AND ENDING DATES FOR BIWEEKLY PAYROLL. OTHER DATES USED WILL RESULT IN THE PRORATION OF THE EARNINGS. SEE THE FINANCIAL AID OR PAYROLL WEB SITES FOR THE APPROPRIATE BIWEEKLY SCHEDULE.**

BEGINNING DATE \_\_\_\_\_ ENDING DATE \_\_\_\_\_

RATE OF PAY \$ \_\_\_\_\_ # OF PAY PERIODS \_\_\_\_\_ TOTAL TO EARN \_\_\_\_\_  
(A) (B) (C) (A x B = C)

**PLEASE NOTE, THE PAYROLL OFFICE CAN NO LONGER STOP OR ADJUST A LUMP SUM PAYMENT TO EMPLOYEES. IF A STUDENT IS NOT TO BE PAID, THE JOB MUST BE TERMINATED IN STUDENT EMPLOYMENT.**

DEPARTMENT NAME \_\_\_\_\_ BANNER ORG # \_\_\_\_\_

STUDENT HAS WORKED ON EIU CAMPUS BEFORE \_\_\_ yes or \_\_\_ no  
**IF NO, ATTACH FEDERAL I-9 FORM & DOCUMENTATION. ALSO SEND DCFS FORM TO HR.**

SUPERVISOR \_\_\_\_\_ E # \_\_\_\_\_ PHONE # \_\_\_\_\_  
Last First Initial

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**STUDENT CONDITIONS OF EMPLOYMENT**

1. An Employment Eligibility Verification Form (I-9) and documentation must accompany a new employee authorization. A student cannot be employed until an I-9 is filed.
2. A student employee must be enrolled in six or more semester hours per semester.  
Special summer rules: A student employee must be enrolled in six or more hours in summer UNLESS he/she completed six semester hours the preceding spring.
3. Graduate Assistants receiving stipends may not hold other on-campus employment.
4. Academic year employment must terminate if the student drops or withdraws from school.

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We understand and will abide with the above stated conditions of Student Employment at EASTERN ILLINOIS UNIVERSITY.

STUDENT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

ACCOUNT MANAGER'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

STUDENT EMPLOYMENT APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_

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For office use only:

SSV Verified: \_\_\_\_\_ Grade Class \_\_\_\_\_ Hours Enrolled FA \_\_\_\_\_ SP \_\_\_\_\_ SU \_\_\_\_\_ Previous job \_\_\_\_\_ I-9 \_\_\_\_\_