

HOURLY EIU STUDENT EMPLOYMENT AUTHORIZATION REQUEST

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

____ DEPT. EMPLOYMENT STUDENT BIRTHDATE _____

____ REVISION/REASON E# _____

STUDENT'S NAME _____
Last First Initial

INTERNATIONAL STUDENT ____ Yes or ____ No Please note special employment regulations regarding International Student Employees available at https://www.eiu.edu/humanres/student_employment.php

JOB TITLE _____ POSITION # _____

JOB DUTIES (Required) _____

BEGINNING DATE _____ RATE OF PAY \$ _____ per hour

Use an ending date only if the job has a set ending date. If you want the job to continue into the next year, DO NOT use an ending date, write DNA.

ENDING DATE _____

DEPARTMENT NAME _____ BANNER CHARGE 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 (Required)

STUDENT CONDITIONS OF EMPLOYMENT

1. An Employment Eligibility Verification Form (I-9) and verification documents must accompany a new student 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. Students may not work more than a combined total of 42 hours per pay period (on-campus) while school is in session. Summer exception is 56 hours per pay period.
 5. Academic year employment must terminate if the student drops below six hours enrollment or withdraws from school.
 6. When employee leaves the position, complete the Student Job Termination Form (available on the web) and return to the Student Employment Office.
 7. See special rules for International Students on the Student Employment website regarding I-9s and work hours.
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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 _____

For office use only:

Grade Class _____ Hours Enrolled FA SP SU Previous job _____ I-9 _____