



# HOURLY EIU STUDENT EMPLOYMENT AUTHORIZATION REQUEST

COMPLETE ALL FIELDS. FAILURE TO COMPLETE WILL RESULT IN THE RETURN OF YOUR REQUEST.

STUDENT LAST

STUDENT FIRST

STUDENT M.I.

STUDENT E#

STUDENT DATE OF BIRTH

DEPARTMENT EMPLOYMENT

REVISION / REASON

INTERNATIONAL STUDENT: YES NO

Please note special employment regulations regarding international student employees available at [eiu.edu/humanres/student\\_employment.php](http://eiu.edu/humanres/student_employment.php)

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

JOB DUTIES: \_\_\_\_\_

BEG. DATE: \_\_\_\_\_ END DATE: \_\_\_\_\_ PAY RATE: \$ \_\_\_\_\_ / HOUR

DEPT. NAME: \_\_\_\_\_ BANNER ORG #: \_\_\_\_\_

STUDENT HAS WORKED ON EIU CAMPUS BEFORE: YES NO IF NO, BRING COMPLETED I-9 & DOCUMENTATION TO STUDENT EMPLOYMENT

## TIME SHEET APPROVER

LAST

FIRST

E#

PHONE

## 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 they 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.

We, the below signed, understand and will abide with the above stated conditions of Student Employment at Eastern Illinois University. By signing this document electronically, I agree that my digital signature carries the same legal weight, validity, and enforceability as my handwritten signature.

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

ACCOUNT MNGR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

For office use only:

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

Grade Class: \_\_\_\_\_ Hours Enrolled: FA \_\_\_\_\_ SP \_\_\_\_\_ SU \_\_\_\_\_ Previous Job \_\_\_\_\_ I-9 \_\_\_\_\_