<u>HOURLY</u>   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*

<u>**INTERNATIONAL STUDENT**</u> _____**Yes or** _____No   Please note special employment regulations regarding International
Student Employees available at http://www.eiu.edu/finaid/employment_regulations.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_____

IS THE DEPARTMENT PARTICIPATING IN _____ **WEB TIME ENTRY OR** _____**DEPARTMENTAL TIME ENTRY**

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)*

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<u>**STUDENT CONDITIONS OF EMPLOYMENT**</u>
1. **An Employment Eligibility Verification Form (I-9) and verification documents must accompany a <u>new</u> 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 <u>completed</u> 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.**
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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*_____