

Student Employment Hiring Procedure – Hiring Packet

<https://studentjobs.siu.edu/documentsandforms/index.php>

All forms are formal Student Employment position forms for the student employment program, and each form should be read in its entirety before being completed and signed.

Work Referral

1. Students download a copy of the work referral form from SalukiNet. Students must be enrolled in the required amount of credit hours to be eligible to download the work referral form.
2. The top section of the referral form will auto fill with the student's information:
 - Name, DawgTag, eligibility, Federal Work Study (FWS) eligibility, the date eligible to begin work, wage rate and the date the referral was processed.
3. The work referral is taken to the hiring department/hiring manager or supervisor to complete **section 2**. Section 2 must have the following information completed:
 - a. Position Number (beginning C.ST.)
 - b. Begin Date
 - c. Job Classification (for example Clerical & Office)
 - d. Department
 - e. Community Service (if applicable)
 - f. Excess Qualification Increase Amount (if applicable) (some positions such as Teacher's Assistants, pay more than the minimum wage. See the supervisor manual for details.)
 - g. Budget Purpose Description
 - h. Fund
 - i. Unit
 - j. Budget Purpose
 - k. Dept. Activity 1 (not always applicable)
 - l. Dept. Activity 2 (not always applicable)
 - m. Natural Account
 - n. Fiscal Officer Signature
 - o. Date
 - i. If you do not know your department's costing details, you may check them here:
<https://budget.siu.edu/crosswalk/>
4. The student signs in section 3 to accept the position.
5. Section 4 is completed by the Student Employment office.

I-9 (Employment Eligibility Verification) Form

1. Supplied by either the hiring department or the student.
2. Can be obtained online at <https://studentjobs.siu.edu/documentsandforms/i-9-8.1.23.pdf> or <https://www.uscis.gov/sites/default/files/document/forms/i-9.pdf> and a paper copy can be collected in person from the student employment office.
3. Student, (preparer or translator) completes section 1. Student signs and dates at the bottom.

International Students: *International students who do not have a social security number, are not eligible to join the student employment program unless they have supporting evidence from the social security office stating that their SSN is in progress, or that their application has been received.*

4. Section 2 of the I-9 form should be completed by the hiring department ONLY.
5. Identity and work eligibility evidence should be checked **in person** and listed in the appropriate sections by the hiring manager.
6. The hiring manager can sign the I-9 in advance of the student's start date, but **no more than 3 days later than the start date**.
7. Page 2 provides a list of acceptable documentation.
8. Page 3 is for the Preparer and/or Translator of the I-9 (if not by the student).
9. Page 4 should be used if you are rehiring the student within 3 years.
10. Keep together with all other hiring documentation.

Ethics Act Training

1. A copy of the Ethics Act can be found here: <https://studentjobs.siu.edu/documentsandforms/siuc-incl-som-new-hire-seasonal-temp-ethics-hdp-training.pdf> or a paper copy can be collected in person from the student employment office.
2. Read and agree to the document. The last page must be completed and printed by the student and kept with all other hiring documentation. This is the only page that stays with the hiring packet which comes to student employment.

Illinois Mandated Reporter Acknowledgement Form

1. A copy of the Mandated Reporter can be found here: <https://hr.siu.edu/common/documents/mandated-reporter.pdf> or a paper copy can be collected in person from the student employment office.
2. Student fills in their name and the last four digits of their SSN at the top of the form. The student must read and agree to the document. Check the relevant 'Student Employee' box, sign, and date the document and keep with all other hiring documentation.

Student Employment Data Form

1. A copy of the Student Employment Data Form can be found here: <https://studentjobs.siu.edu/common/documents/dataform1.pdf> or a copy can be collected in person from the student employment office.
2. Student completes ALL fields of the form. The purpose of the form is to collect data from each student for reporting purposes. This data remains confidential and in the student's file until the student is no longer on the student employment program.
3. Student signs, dates, adds their email address and telephone number, and keeps with all other hiring documentation.

Employee's Withholding Certificate (form W-4)

1. **All information on this form should be read carefully before being completed. SIU (Southern Illinois University) cannot advise students how to complete this form.**
2. Complete all personal details in the top section (Step 1) including the social security number (b) and marital status (c).
3. Step 3 must be completed.
4. Step 4 must be completed.
5. Step 5 must be signed and dated.
6. Employer fills in the 'First date of employment' box.

IL W-4 Employee's Illinois Withholding Allowance Certificate

1. **All information on this form should be read carefully before being completed. SIU cannot advise students how to complete this form.**
2. All sections of this form must be completed for student employment to accept it. Pay attention to numbers 1, 2, and 3 on the right-hand side of the form, as this will result in the form being rejected if left blank.
3. Student signs and dates and keeps with all other hiring documentation.

Direct Deposit Authorization Form

1. Students complete this form entirely from section 1.
 - a. Check the box '*Biweekly-paid Student Employee*'
 - b. Last Name, First Name, MI, and Last 4 digits of Social Security Number
 - c. Daytime Phone Number and Email Address
2. Provide the name of the bank where the paycheck is to be paid under '*Name of Financial Institution*' in Section 2: Bank Account Information, and just the City and State of the bank for the address.
3. Check the relevant box of the account type the paycheck is being paid into: Checking account or Savings account. Provide the Routing Number under '*Transit/Routing Number*' and the Account Number below that under '*Account Number*.' An example of where to find the numbers on the check is provided on the form.
4. Sign and date in Section 3.