



Student Employment Office Department Guide for Student Employment

Information in this manual is related to Student Employment policies, procedures, supervisor responsibilities, and student responsibilities.

October 2008

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I. Introduction

The Student Employment Office (SEO) is an internal functioning unit of Human Resource Services (HRS) and is dedicated to providing Northern Illinois University (NIU) students the opportunity to enhance their education through various work opportunities. The Student Employment Office has developed this manual for all Northern Illinois University (NIU) departments employing students. This manual is designed to provide departments with information related to Student Employment policies, procedures, supervisor responsibilities, and student responsibilities.

It should be noted that the information in this manual is not all-inclusive; the Student Employment Office will update this manual as changes occur. If you would like to receive notification of these updates, please join the e-mail notification group at <http://www.hr.niu.edu/listserve/index.cfm> and notifications will be provided to you as changes occur.

A. Mission Statement

Northern Illinois University Human Resource Services Division offers an integrated and comprehensive system of human resource management. Our overall purpose as human resource professionals is to develop and administer programs to serve the diverse human resource needs of the university community. An important aspect of our service is to recognize and respect the unique backgrounds and different styles of communication of everyone we serve. The division administers all aspects of campus Human Resource Services in collaboration with the colleges and divisions comprising the university community. Our objective is to respond in a timely manner to each person's goals by extending courteous, professional and confidential assistance while pursuing information from all available resources. We believe that the university's best resource lies in its diverse pool of talent and human capability. Our commitment is to be current in our knowledge of human resource developments and to coordinate our efforts toward the achievement of excellence. As employees of Human Resource Services, we share both directly and indirectly in our goal of positively contributing to the student experience and to advancement of the human resource mission.

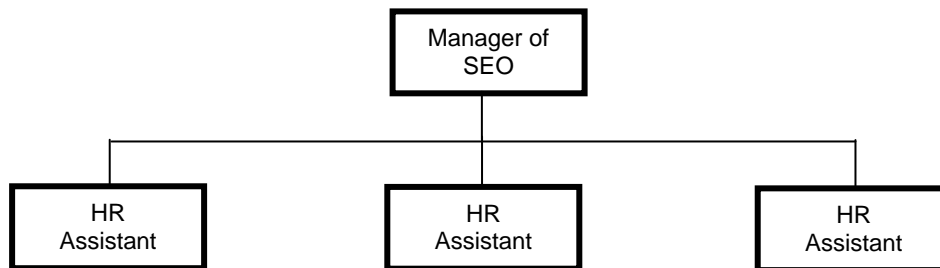
B. SEO Duties

The SEO has primary responsibility for the administration of all student employment activities, including the following:

- Administration and processing of all employment paperwork related to student employees including:
 - 1) Maintenance of all personnel files and student employment records
 - 2) Human Resource Information System (HRIS) data entry and processing of Personnel Action Forms (PAF), Position Request Forms (PRF), I-9s, and all other paperwork associated with student employment.
- Administration and monitoring of the Federal Work-Study Program after the Student Financial Aid components have been set by the Financial Aid Office. These responsibilities include:
 - 1) Payroll monitoring of account activity
 - 2) Account reconciliation of any work-study over-award situations
 - 3) Account reconciliation of any work-study under-award situations
 - 4) Monitoring of student employment activity with regards to the Satisfactory Academic Progress (SAP) program, including the processing of work permits and work-study account reconciliation if required.
- Training of and communication with on-campus and off-campus departments/agencies employing or desiring to employ students including:
 - 1) Employment eligibility requirements
 - 2) Employment problems
 - 3) Employment processes and procedures
 - 4) Work-Study eligibility
 - 5) Work-Study over-awards
 - 6) Work-Study under-awards
 - 7) Academic probation permits
 - 8) Excess hour permits

- 9) Community Service eligibility.
- Monitoring and maintenance of student employment eligibility verification including:
 - 1) Enrollment
 - 2) Academic standing
 - 3) SAP codes
 - 4) Visa status.
- Development and administration of policies related to student employment including:
 - 1) Compliance with all federal/state regulations relating to salary administration of student workers
 - 2) Management and maintenance of student classification and pay rate system
 - 3) Management of the student grievance process and any student issues regarding the employment relationship
 - 4) Attendance at orientation and open house programs to provide information regarding employment to prospective parents and students
 - 5) Verification of current and past employment including wage earnings in compliance with personnel policies
 - 6) Maintenance and reporting of community service work-study positions and money allocated to these positions
 - 7) Processing of short-term loans related directly to payroll or late paperwork issues.
- Administration and monitoring of the off-campus Community Work-Study Program, after eligibility and budget allocations have been determined by the Financial Aid Office. These responsibilities include:
 - 1) Budget and account reconciliation of any work-study award
 - 2) Compliance with all other internal academic and financial aid programs
 - 3) Administering and maintaining agency eligibility protocols including yearly contract updates, on-site inspections, and resolution of any employment issues
 - 4) Reimbursement of off-campus agencies for money paid to the employee.

C. Department Organizational Chart and Staff



Celeste Latham – Manager of Student Employment

Responsibilities include overall management of the Student Employment Office, department training and development, review of and compliance with new and current procedures and processes, and student grievances. This position reports directly to the Director of Human Resource Operations.

Chad Glover – Human Resource Representative

Responsibilities include the daily supervision of the Student Employment Office, the Federal Work-Study Program, Community Service Program, rectification of Federal Work-Study Program over-awards and under-awards, administration of the student evaluation program, orientations and open houses. This position reports directly to the Manager of Student Employment.

Stephanie Kruiuzenga - Human Resource Assistant

Responsibilities include maintenance of all student employment records and personnel files; HRIS data entry and processing of Personnel Action Forms, Position Request Forms, I-9s, and all other paperwork associated with the student employment relationship. This position reports directly to the Manager of Student Employment.

Katie Mayberry – Human Resource Assistant

Responsibilities include assisting with the Federal Work-Study Program, the Community Service Program, the student evaluation program, and orientation and open houses. This position reports directly to the Manager of Student Employment.

D. Disclaimer

Northern Illinois University (NIU) is an equal opportunity institution and does not discriminate on the basis of race, color, religion, sex, age, marital status, national origin, disability, or status as a disabled or Vietnam-era veteran. The Constitution and Bylaws of Northern Illinois University (NIU) afford equal treatment regardless of political views or affiliation, and sexual orientation. This is in keeping with the Regulation regarding nondiscrimination included in the Statute, which covers all state Universities Civil Service System positions.

II. Employment Types and Definitions

A. Regular Student Employment

Regular student employment is employment that is funded by university fiscal year allocations or grants, other than the Federal Work-Study grant. Students employed as regular student workers are subject to all criteria, policies, and guidelines set forth by the State, University, and Federal Government. Employment in this category is dependent on the department's fiscal-year budget.

B. Work-Study Employment

Work-Study employment is employment that is funded by university fiscal year allocations and the Federal Work-Study grant. All students employed as work-study students are subject to all criteria, policies, and guidelines set forth by the State, University, and Federal Government. Generally, for this type of employment, 60% of the student's hourly rate or salary is paid for by the Federal Work-Study grant and the remaining 40% is paid from the department's fiscal year budget. Employment in this category is dependent on work-study eligibility and on the department's fiscal year budget.

1. General Work-Study Information

The Federal Work-Study (FWS) program is a federally funded financial aid program offered to qualifying students who demonstrate financial need as set forth in the U.S. Department of Education guidelines. The program is partially funded by the federal government with a designated percentage matched by the employing party (university, department, or outside agency). The availability of funds is directed by the annual appropriation from Congress, the U.S. Department of Education, and a department or university match.

To apply for the Federal Work-Study program, students must complete the necessary financial aid applications. For more information on how to apply and what forms are necessary, go to the Student Financial Aid Office (Swen Parson, room 232) or go on-line to <http://www.fa.niu.edu/>.

2 Summer Work-Study Information

To be employed on Federal Work-Study during the summer, students attending summer school must have completed financial aid applications for the current academic year and the Summer Financial Aid application. Students not attending summer school may be employed under the Federal Work-Study Program during the summer after completing financial aid applications for the next academic year and completing a Summer Work-Study Application.

C. Graduate Student Employment

Graduate students employed in non-assistantship appointments are considered regular student employees. This employment type is funded by university fiscal year budget allocations, or grants other than the Federal Work-Study grant. Students employed in this category cannot have a Graduate Assistantship of any kind, and are subject to all criteria, policies, and guidelines set forth by the State, University, and Federal Government.

Graduate Assistantships must be processed through the Graduate School in Adams Hall, room 220 (753-0142).

D. Students-at-Large Employment

Students-at-large can be employed as regular student employees. This employment type is funded by university fiscal year allocations, or grants other than the Federal Work-Study grant. Students employed in this category cannot have a Graduate Assistantship of any kind and are subject to all criteria, policies, and guidelines set forth by the State, University, and Federal Government.

E. Off-Campus Community Employment

Students, who qualify and accept Federal Work-Study, also qualify for off-campus community employment. The types of agencies that qualify to hire federal work-study eligible students off-campus are: federal or state agencies and non-profit or not-for profit agencies. Each off-campus agency must enter into an agreement with the University, pay the student from its agency's funds, and submit time sheets to the Student Employment Office for a 60% reimbursement of funds paid.

III. Student Employment Policy Guidelines

A. Employment Eligibility

In accordance with the Illinois Civil Service Statute and Rules (Chapter VI, Section 250.70) and University Policies, a student must meet the following criteria to be considered for hire as a student employee:

Fall and Spring Semesters

A student may be hired as a student worker for the fall and spring semester if:

- The student is be registered for a minimum of 6 credit hours.
- The student has a GPA of 2.0 or above if they are an undergraduate, and a GPA of 3.0 or above if they are a graduate student. If the student employee does not meet the minimum GPA requirement, refer to the *Academic Probation* section of this manual.

Summer Semester

A student may be hired as a student worker for the summer semester if:

- The student is enrolled for at least 3 credit hours during the summer semester; or
- The student was enrolled as a student during the spring semester; or
- The student has indicated their intention to be registered for the Fall semester for a minimum of 6 semester hours.
- The student must have a GPA of 2.0 or above if they are an undergraduate, and a GPA of 3.0 or above if they are a graduate student. If the student employee does not meet the minimum GPA requirement refer to the *Academic Probation* section of this manual.

Note:

- Students taking less than three semester hours during the summer are subject to FICA deductions.
- Student employees are **not** permitted to work flex-hours during the summer.
- If the student does not meet the above listed 6-hour enrollment requirement for the fall and spring semester, the student will need to be hired as Extra Help, and processed through Contracts, Records, and Reports.

International Students

International Students on a visa must, in accordance with INS regulations, be enrolled for a minimum of 12 hours during the fall and spring semesters to qualify for student employment and are subject to the same GPA requirements as non-international students. Graduate students are required to maintain 9 credit hours, with the exception of students holding assistantships. Graduate students on assistantships must maintain 6 credit hours. International students are not required to attend summer session and may work 37.5 hours during the summer.

B. Acceptable Work Hours

Student employees may generally work a maximum of 20 hours per week, while classes are in session. The Academic Advising Dean may decrease the 20 hour per week maximum for those students not in good academic standing, refer to the *Academic Probation* section of this manual. The 20 hour per week maximum may be increased by the Student Employment office if an Excess Hour Permit has been completed and approved, refer to the *Excess Hour* section of this manual.

During vacation periods while the university is open, students may work up to 37.5 hours a week. For the summer semester, those students taking 3 semester hours or more are subject to the 20 hours per week limitation, unless an Excess Hour Permit has been filed and approved, refer to the *Excess Hour* section of this manual. All other students meeting summer eligibility requirements may work 37.5 hours per week.

If a student is working more than one on-campus job, the student must schedule work so that the total hours combined are less than or equal to the 20 hours allotted. The same holds true during vacation periods: the total number of hours for all positions cannot exceed 37.5.

International Students

The maximum number of hours that an international student may work is 20 hours a week, including during vacation periods. If more than one department employs the student, the student will need to ensure that the total number of work hours does not exceed 20.

During the summer semester, an international student may work up to 37.5 hours per week as long as they are not enrolled for the semester. If the student is enrolled, the 20-hour limitation is enforced.

C. Overtime

University regulations prohibit overtime hours for students, except in emergency situations. Any hours over 7.5 in one day or 37.5 in one week are considered overtime hours worked. **Student employees are considered non-exempt under the Fair Labor Standards Act (FLSA) and may not be scheduled to work or be paid overtime. If a student employee inadvertently works over 37.5 hours in one week, the student must be compensated at the rate of one and one-half times the regular rate.**

If an emergency situation arises and overtime occurs, the Student Employment Office will need a memorandum explaining the nature of the emergency.

D. Excess Hours

Undergraduate students with a minimum GPA of 2.5 and Graduate students with a minimum GPA of 3.0 may receive permission to work a maximum of 30 hours per week. Supervisors must submit the *Request to work in Excess of 20 hours per week* form, which can be found on the Human Resource Services (HRS) website (www.hr.niu.edu). The form will need to be submitted to the Student Employment Office prior to the student working excess hours. Students, even after the excess hour permit has been issued, are not to be employed more than 7.5 hours in any one day, except in emergencies.

If an emergency arises, please justify the overtime by submitting a memo to the Student Employment Office explaining the nature of the emergency.

When classes are not in session students may work 37.5 hours per week without obtaining an Excess Hours Permit.

Students are not permitted to work flex-hours during the summer.

E. Breaks

Student Employees should be provided one 15-minute break period for every continuous four-hour work period. The 15-minute break period should be preceded and followed by work. Students are not allowed to accumulate break periods nor can break periods be shortened to cover a student arriving late or leaving early. Break periods should be scheduled at the discretion of the student's supervisor.

If a student works a normal 7.5-hour day (8:00 to 4:30) they are entitled to a one-hour lunch break without pay. If a student works for a 8-hour period of time (8:30 to 4:30 or 8:00 to 4:00) they are entitled to a 30-minute lunch break without pay.

F. Absences

Supervisors should advise student employees on department protocols regarding absences. A student worker should notify their respective supervisor no later than the beginning of the scheduled work time that they are unable to work. If a student is going to be absent for a prolonged period of time, they must notify their supervisor as soon as they become aware of the absence.

G. Benefits

Student employees are not eligible to receive the following employment benefits:

- Health Insurance
- Holiday pay
- Life insurance
- Paid sick leave
- Paid vacation
- Retirement Benefits
- Unemployment Insurance

H. Academic Probation

An undergraduate student is considered to be on academic probation if they have less than a 2.0 GPA. A graduate student is on academic probation if they have less than a 3.0 GPA. Student employment eligibility requirements indicate that a student must be in good academic standing to be employed. This requirement can be waived if permission is obtained from the student's major college academic advisement office. **Employment paperwork for students on academic probation will not be processed until permission is received.**

To obtain this permission, the student needs to take the *Academic Probation Permit*, which can be found on the Human Resource website (www.hr.niu.edu) under Forms, to their major Academic Advising Dean for approval and signature. It is important that a maximum number of work hours per week be indicated on the form; the Student Employment Office will not accept "work at own risk".

Once the student meets with their respective major Academic Advising Dean, the student needs to submit the form to the Student Employment Office or to the hiring department, so that the hiring paperwork can be processed.

If the student is currently employed and goes on academic probation, the departments will be notified that the academic probation permit is required. It is the hiring department's responsibility to notify the student of this requirement. If the form is not received within the specified time period, the student will be administratively terminated.

I. Additional Job

Students are permitted to hold more than one student job on campus. Effective 7-1-02 students are allowed to hold more than one work-study job during the academic year. The students cannot exceed a total of 20 hours for all positions held on campus. Departments should assist the students in the monitoring of these hours. To request that the student be allowed to work in excess of the 20-hour limit, the department must submit an *Excess Hours* form. Refer to the *Excess Hours* section of this manual.

J. Probation Period

The Student Employment office does not have an established policy regarding probation periods for student employees.

K. Security Sensitive Positions

The Illinois Campus Security Act (PA: 88-629) requires that public institutions of higher education identify "security sensitive" positions and provide for criminal background investigations **prior** to employing individuals in those positions. In compliance with this act, certain positions require completion of a criminal background investigation prior to employment. No hiring paperwork will be processed without receipt of the security clearance and student employees are not permitted to work until clearance has been received.

The following types of positions are covered within the scope of the act and will therefore require that the individual occupying the position have a criminal background investigation prior to employment.

- Positions involving responsibility for the care and supervision of minor children
- Positions involving responsibility for the safety of students, employees, or the general public
- Positions involving responsibility for expenditure or control of university financial resources

Human Resource Services (HRS) will maintain a list of “security sensitive” positions. Positions identified as “security sensitive” will normally require that a preponderance of responsibility is involved with one or more of the categories described above. The extent of the background investigation is limited to identity verification, valid criminal convictions, employment history, and the highest degree attained. Any information therefore obtained shall be considered only to the extent that such information is relevant to qualifications, fitness, or suitability. All potential applicants for “security sensitive” positions shall be notified that any offer of employment may be subject to a criminal background or other pre-employment investigation.

No offer of employment may be extended and accepted relating to a candidate selected for a “security sensitive” position until the background investigation is complete and the Associate Vice President for Administration & Human Resources, or designee, has approved the candidate’s qualification pertaining to this policy.

L. Evaluation

Student Evaluations are a tool for measuring a student employee’s performance as it relates to their duties. A copy of the Human Resource approved evaluation form can be found on the Human Resource Services (HRS) website (www.hr.niu.edu), under Forms. A department should evaluate student employees:

1. At the end of each academic semester
2. When a raise is being given in the middle of the semester
3. When the student is not maintaining satisfactory performance
4. When an employee terminates.

When the evaluation process has been completed and signed by both the student and the supervisor, the original should be sent to the Student Employment Office. The evaluation will be kept in the student employment file for future job references.

M. Nepotism

Northern Illinois University (NIU)’s policy for the employment of relatives is the same for student employees as it is for all other university employees.

Employees are selected for employment and promotion without regard to relationship by blood or marriage in accordance with appropriate qualifications for the performance of specified duties. However, no individual shall initiate or participate in personnel decisions involving initial employment, retention, promotion, salary, leave of absence or other direct benefit to an individual employee who is a member of the same immediate family or immediate household. Immediate family includes an employee’s spouse, parent, brother, sister, and child.

IV. Hiring Procedures for Student Employees

A. Determining Job Classification

Currently the Student Employment Office has six classifications available for student employment. The following are descriptions of the approved classifications. These descriptions are intended to present a descriptive list of the range of duties and are not intended to reflect all duties performed within the classification.

<u>Job Title:</u>	Clerical
<u>Classification #</u>	1100
<u>Pay Range</u>	\$7.75 to \$9.00

Students hired under this classification generally perform the following types of duties:

- General office work
- Filing
- Photocopying
- Answering phone calls and relaying calls and messages to appropriate staff
- Sending and receiving mail
- Word processing
- Spreadsheet management
- Cashiering in a non-food service department
- Assisting in maintaining records
- Greeting customers
- Scheduling meetings
- Assisting in responding to customer inquiries.

<u>Job Title:</u>	Paraprofessional Services
<u>Classification #</u>	1101
<u>Pay Range</u>	\$7.75 to \$12.00

Students hired under this classification number have a professional or trained skill. Students hired under this classification generally perform the following types of duties:

- Personal training
- Assisting a Human Resources assistant or officer
- Assisting a Payroll specialist
- Interpreting at special events and presentations
- Cartography, assisting in or designing illustrations

<u>Job Title:</u>	Technical, Laboratory Assistant, and Supervisor
<u>Classification #</u>	1102
<u>Pay Range</u>	\$7.75 to \$15.00

Students hired under this classification generally perform the following types of duties:

- Technical duties, such as:
 - Computer lab attendant
 - Scientific lab worker
 - Research assistant
 - Audio-visual job
- Supervisor type duties for other student staff, such as:
 - Training
 - Scheduling work times
 - Answering questions regarding computer applications or programs

- Trouble shooting computer problems
- Assisting in maintenance of computer equipment
- Assisting with web design and applications

Job Title: Service
Classification # 1103
Pay Range \$7.75 to \$12.00

Students hired under this classification generally perform the following types of duties:

- Food service
- Library work
- Custodial
- Housing
- Transportation
- University Programming and Activities (UP&A) jobs

Job Title: Recreation
Classification # 1104
Pay Range \$7.75 to \$12.00

Students hired under this classification generally work at the Campus Recreation Center, performing the following types of duties:

- Trip leaders
- Supervise off-campus recreational trips
- Schedule various intramural leagues (indoor and outdoor)

Job Title: Negotiated Rates
Classification # 1105
Pay Range Negotiated

Negotiated rates are used when a dollar amount is entered on a timesheet, *not* the hours worked. Negotiated rates are generally used for piece rates, such as articles and photographs for the *Northern Star*, as well as for Theatre students who perform in a play.

Job Title: Auditorium Technical Staff
Classification # 1106
Pay Range \$10.00 to \$20.00

Students hired under this classification work at the NIU Convocation Center, performing the following types of duties:

- Use and maintain technical equipment used for:
 - Sound systems
 - Lighting systems
 - Rigging
 - Set construction

B. Determining Rate of Pay

All departments must comply with the pay rates set forth for each classification. The source of the department's funding does not influence the wage. Salary increases may be given each semester and merit increases may be given during the semester provided a valid justification is received and approved.

Wage justification in memorandum form addressed to the Student Employment Office must be received for the following circumstances:

- Salary starting above the range minimum
- Salary increases in the middle of the semester
- An increase of more than \$0.25 per hour

C. Creating or Changing a Student Position

Departments can create a new student position by submitting a Position Request Form to the Student Employment Office. The following information is required on this form:

- Indicate what type of action (new, refill, change/update) the department is taking.
- The date should be today's date.
- The business unit must be indicated as student.
- The effective date should be the date the action will be effective.
- The action reason code should be selected from the pull down menu on the form. If you are creating a new position, the reason code should be NEW – position or NPP – new position pool.
- The position number can be found on your departments current *Position Funding Summary Report* or *Pool Funding Summary Report* and should be indicated, unless you are creating a new position. If you are creating a new position, then the position number needs to be blank.
- All student jobs are considered temporary, so the temporary block should be checked.
- The position pool identifier should be filled in if:
 - You already have a student pool available and the position you are creating will have the same funding as the existing pool.
 - You are creating three or more positions and they will all be funded by the same account code(s) with the same distribution for each code.
 - The position you are changing is in a position pool or you are putting it into a position pool.
- The applicable job code must be indicated. To determine what the job classification should be for the position you are creating, refer to the *Determining Job Classification* section of this manual.
- The FTE (Full-Time Equivalency) block should be indicated as 50%. All student positions are considered to have a 50% FTE, even if excess hours have been approved for the student.
- The position title should be designated and correspond directly to the job code selected in step 9.
- The department and location should be chosen from the drop down menu.
- The funding distribution section should be filled in if:
 - You are creating a new pool.
 - You want to designate a specific account number to fund this position instead of funding it through a pool.

D. Posting a Vacancy

The On-Line Student Application System allows departments to post their vacancies to the system themselves. To obtain your login and password, contact Human Resource Services 753-6000 to sign up for a training session.

E. Interviewing Potential Student Workers

Employing departments should use interviews to gather information about the potential employee. If your department's pre-interview process requires the student to complete an application, the Human Resource Affirmative Action must approve the application prior to its use.

The following tips can be used to assist you in the interview process:

1. Prepare a list of interview questions prior to the interview. The following are some examples of possible questions:
 - What jobs have you held and why did you leave?
 - What qualifications do you have that make you feel that you will be successful in this position?
 - Why do you think you would like this particular type of job?
 - Do you prefer working with others or by yourself?

- What have you learned from the jobs you have held?
 - Do you like routine work? Why?
 - What jobs have you enjoyed the most? The least? Why?
 - How do you work under pressure or stress?
 - Can you get recommendations from previous employers?
2. Introduce yourself.
 3. Provide an overview of the position.
 4. Ask each candidate the same questions, in the same manner.
 5. Avoid asking any illegal questions. When conducting an interview, the interviewer may only request job-related information. According to Federal Law, asking questions during an interview regarding the following are illegal:
 - If the applicant has ever worked under another name.
 - Where the applicant was born.
 - Where the applicant's immediate family members were born.
 - The applicant's age.
 - The applicant's religious affiliation.
 - The applicant's citizenship status.
 - If the applicant has ever been arrested.
 - What type of foreign languages the applicant reads, speaks, or understands fluently (unless it is a job requirement).
 - What branch of military service, if any, have they served.
 - What the applicant's wife's or mother's maiden name is.
 - What the names of immediate family members are.
 - What clubs, societies and lodges the applicant belongs to.
 - If the applicant has children.
 - If the applicant is married or divorced.
 - What the applicant's height and weight are.
 - If the applicant owns a car.
 - If the applicant lives in a house or apartment.
 6. Tell the student when you expect to make a decision.
 7. Rate each application after the interview.
 8. After a candidate has been selected, contact the Student Employment Office to remove the position from the website.

F. Hiring Student Employees

Before starting the hiring paperwork, hiring departments should check to see if the university is currently employing, or has previously employed, the student you desire to hire. To do this, go to the PeopleSoft section of the Human Resource Services' website (<http://www.hr.niu.edu/peoplesoft/index.cfm>). Then click on the Go to Tools link:



When you click the link, the next page will allow you to look up a student by name to determine if they are currently employed or if they were employed previously. It is important that you look the student up as both an active and terminated employee.



If the employee is currently employed or was previously employed, their name and employee id will appear. The employee id will be needed to complete the hiring paperwork.

G. Required Paperwork

The Required Forms Matrix located on the Human Resource Services website (www.hr.niu.edu) is designed to serve as a quick reference for department preparing paperwork for different employment transactions.

Initial Hiring Paperwork

Prior to employing a student employee, the department must have an established position on file with Human Resource Services. If you do not have a position available, please refer to the *Creating or Changing a Student Position* section of this manual. A department can submit a Position Request Form and the hiring paperwork at the same time.

A department will complete all initial hire paperwork requirements when a student has never been employed at Northern Illinois University in any capacity. The department will be able to determine this by looking up the employee on the Human Resource Services' web site (see the *Hiring Student Employees* section of this manual).

It is important that all of the documents are completed in their entirety and sent to the Student Employment Office by the Human Resource Services (HRS) paperwork deadline. These deadlines are identified on the payroll calendar, which is available under the documents section of the Human Resource Services' website. **Failure to comply will result in the student employee being paid late.**

For initial hires, the following forms will be needed:

- a. Personnel Action Form (PAF)
- b. I-9
- c. W-4
- d. Personal Data/Name Address Form
- e. Foreign National Information Form (FNIF), if applicable.
- f. Security Clearance, if applicable (refer to the section on *Security Positions*)

To complete the initial hiring paperwork follow these instructions:

a. Personnel Action Form (PAF)

PAFs are available on the Human Resource Services' website (www.hr.niu.edu) under Forms. To complete the PAF for an initial hire, complete the following steps:

- Check the New circle at the top of the form.
- In the date field put in today's date.
- Check the student box to indicate that you are hiring a student employee.
- Under the action/reason section of the PAF indicate the effective date and the action reason code. The effective date will be the date that the student will begin employment. It is important that the student does not start working prior to this date. If for some reason the student does begin working prior to the start date it will be necessary to send through a corrected PAF. The action/reason code that needs to be indicated is "New-New hire" because this is an initial hire.
- In the Personal Data section, leave the employee id blank because the student is new to the university and has never been employed. PeopleSoft will assign the employee id automatically when the student is put into the system.
- Enter the student's name in the provided format.
- Complete the entire job data section as follows:
 - Indicate the position number. This must be a student position and the title for the position must correspond to the type of job the student will be doing.
 - Indicate the job code. Refer to the *Determining Job Classification* section for clarification, if necessary.
 - Click on the temporary circle under employee type. All student employees are considered to be temporary employees of the university.
 - In the FTE box, select 50% from the pull down menu. All student employees are considered 50% employees.

- Type in the appointment end date. This date should be the last day of the pay period that the student will be working for the department.
- Enter the compensation rate. This rate should be within the appropriate range of the classification. To determine if you will need to provide the Student Employment Office with justification on the rate, please review the *Determining Rate of Pay* section of the manual.
- In the base position funding change box indicate no.
- Select the employing department from the pull down menu in the department box. If the department does not appear in the menu, contact the Student Employment Office. An example of a department would be SL00000: Human Resource Services.
- Choose the department's location if applicable, from the pull down menu. An example of a department's location would be HRS LOBBY: Human Resource Services.
- Select your department's mail drop, if applicable from the pull down menu. An example of a department's mail drop would be: SP232: Student Employment.
- Skip the Contract Data section. This is used for faculty, SPS, and Graduate Assistants.
- Skip the Tenure Status section. This section is used for faculty.

b. I-9

United States immigration laws require all employees to provide proof of identity and employment eligibility. There are several acceptable documents, a list of which can be found on the back of the I-9 form. The most common documents provided for US citizens are the State Drivers License and Social Security Card. A social security stub, social security card that is gold, bronze, etc, birth certificate issued by the hospital and photocopies of birth certificates are not acceptable forms of documentation. It is your responsibility as the hiring department to verify the student's I-9 form.

International students must provide to their employing department proof of their employment eligibility. The acceptable forms of eligibility are an unexpired passport, an unexpired I-20 showing Northern Illinois University as their sponsor, and a visa showing visa type, generally J-1 or F-1. If the hiring department has any questions, regarding completing this form, contact the Student Employment Office.

c. W-4

The W-4 form can be found on the Human Resource Services' website under forms. On this form a student will indicate their withholdings.

If you are hiring a non-resident, refer to the *Foreign National Information Form* section of this manual because a W-4 may not be needed if this form is completed.

d. Personal Data/Name Address Form

Specific sections of the Personal Data/Name Address Form are required to be completed for all new student employees. The following fields/sections are required:

- SSN – Employee Social Security Number
- Effective Date – this is the hire date
- Name – name as it appears on the Social Security Card
- Birth Date – Employee's birth date
- Gender
- Direct Deposit Authorization - Direct deposit is the policy for all university employees. Earnings statements will be sent to the employee's department before payday when direct deposit is imminent. Direct deposit provides convenience to the student, since they do not have to go to the Swen Parson Human Resource Service Center to pick up their check. Additionally, direct deposit eliminates the possibility of a check getting lost or stolen.
- Student Loan Status/Disclosure Education Loan Requirement (DELR) - Illinois Public Act 85-0827 (III. Rev. Stat. Ch. 127, Par. 3551 et seq) requires that all state agencies obtain verification that employees hired after January 1, 1998 are not in default on educational student loans from the State of Illinois or from any other

public funds. The Act also provides that should an employee fail to make satisfactory payment provisions, the "State agency shall terminate the individual's employment." The employee must contact the lender and establish a repayment plan and have them provide Human Resource Services (HRS) with a written certification that the repayment plan is satisfactory. Arrangements may be made through payroll deductions in accordance with the State Salary and Annuity Withholding Act.

- Citizenship
- Ethnic

e. Foreign National Information Form (FNIF)

The Foreign National Information Form is used to determine the tax status and tax treaty relationships of non-residents. All NIU students who are not US citizens must complete the form if they anticipate working on campus. Without a completed form the US federal tax rate of up to 30% may apply. Many countries have tax treaties with the United States and it is possible that tax rates may be reduced or eliminated if the form and required documents are submitted. This form needs to be completed upon initial hire and in January of each employment year. A non-resident can submit this form in lieu of the W-4.

Rehire Paperwork

A student is considered a rehire if they were previously employed by the university (the student will show up as terminated on the Employee lookup). A department can determine this by going through the steps outlined in the *Hiring Student Employee* section of this manual.

Prior to rehiring a student employee, the department must have an established position on file with Human Resource Services. If you do not have a position available, please refer to the *Creating Student Position* section of this manual.

It is important that all documents are completed in their entirety and sent to the Student Employment Office by the Human Resource Services (HRS) paperwork deadline. These deadlines are identified under payroll calendar which is available under the documents section of the Human Resource Services' website (www.hr.niu.edu). **Failure to comply will result in the student employee being paid late.**

For initial hires, the following forms will be needed:

- a. Personnel Action Form (PAF)
- b. I-9
- c. W-4
- d. Personal Data/Name Address Form
- e. Foreign National Information Form (FNIF), if applicable.
- f. Security Clearance, if applicable (refer to the section on *Security Positions*)

Complete the rehire paperwork following the instructions below:

a. Personnel Action Form (PAF)

PAFs are available on the Human Resource Services' website (www.hr.niu.edu) under Forms. To complete the PAF for a rehire, complete the following steps:

- Check the Change circle at the top of the form.
- In the date field put in today's date.
- Check the student box to indicate that you are hiring a student employee.
- Under the action/reason section of the PAF indicate the effective date and the action reason code. The effective date will be the date that the student will begin employment. It is important that the student does not start working prior to this date. If for some reason the student does begin working prior to the start date, it will be necessary to send through a corrected PAF. The action/reason code that needs to be indicated is "Rehire" because this is a rehire.
- In the Personal Data section, put the employee id.

- Enter the student's name in the provided format.
- Complete the entire job data section as follows:
 - Indicate the position number. This must be a student position and the title for the position must correspond to the type of job the student will be doing.
 - Indicate the job code. Refer to the *Determining Job Classification* section for clarification, if necessary.
 - Click on the temporary circle under employee type. All student employees are considered temporary employees of the university.
 - In the FTE box, select 50% from the pull down menu. All student employees are considered 50% employees.
 - Type in the appointment end date. This date should be the last day of the pay period that the student will be working for the department.
 - Enter the compensation rate. This rate should be within the appropriate range of the classification. To determine if you will need to provide the Student Employment Office with justification on the rate, please review the *Determining Rate of Pay* section of the manual.
 - In the base position funding change box indicate no.
 - Select the employing department from the pull down menu in the department box. If the department does not appear in the menu, contact the Student Employment Office. An example of a department would be SL00000: Human Resource Services.
 - Choose the department's location if applicable, from the pull down menu. An example of a department's location would be HRS LOBBY: Human Resource Services.
 - Select your department's mail drop, if applicable from the pull down menu. An example of a department's mail drop would be: SP232: Student Employment.
- Skip the Contract Data section. This is used for faculty, SPS, and Graduate Assistants.
- Skip the Tenure Status section. This section is used for faculty.

b. I-9

When rehiring a student that has been gone for over a year.

c. W-4

A W-4 form will be needed if the student needs to change their withholdings. The form can be found on the Human Resource Services' website under forms.

If you are hiring a non-resident, refer to the *Foreign National Information Form* section of this manual because a W-4 may not be needed if this form is completed.

d. Personal Data/Name Address Form

A new Personal Data/Name Address Form will be required when the student has been gone from the university for over a year. Specific sections of the Personal Data/Name Address Form are required to be completed for all new student employees. The following fields/sections are required:

- SSN – Employee Social Security Number
- Effective Date – this is the hire date
- Name – name as it appears on the Social Security Card
- Birth Date – Employee's birth date
- Gender
- Direct Deposit Authorization - Direct deposit is the policy for all university employees. Earnings statements will be sent to the employee's department before payday when direct deposit is imminent. Direct deposit provides convenience to the student, since they do not have to go to the Swen Parson Human Resource Service Center to pick up their check. Additionally, direct deposit eliminates the possibility of a check getting lost or stolen.
- Student Loan Status/Disclosure Education Loan Requirement (DELR) - Illinois Public Act 85-0827 (III. Rev. Stat. Ch. 127, Par. 3551 [et seq](#)) requires that all state agencies obtain verification that employees hired after January 1, 1998 are not in default on educational student loans from the State of Illinois or from any other

public funds. The Act also provides that should an employee fail to make satisfactory payment provisions, the "State agency shall terminate the individual's employment." The employee must contact the lender and establish a repayment plan and have them provide Human Resource Services (HRS) with a written certification that the repayment plan is satisfactory. Arrangements may be made through payroll deductions in accordance with the State Salary and Annuity Withholding Act.

- Citizenship
- Ethnic

e. Foreign National Information Form

The Foreign National Information Form is used to determine the tax status and tax treaty relationships for non-residents. All NIU students who are not US citizens must complete the form if they anticipate working on campus. Without a completed form the US federal tax rate of up to 30% may apply. Many countries have tax treaties with the United States and it is possible that tax rates may be reduced or eliminated if the form and required documents are submitted. This form needs to be completed upon initial hire and in January of each employment year. A non-resident can submit this form in lieu of the W-4.

Additional Job Paperwork

A student is considered to be hired for an additional job, if they are currently employed by the university in a student position. You can determine this by going through the steps outlined in the *Hiring Student Employee* section of this manual.

Prior to employing a student employee, the department must have an established position on file with Human Resource Services. If you do not have a position available, please refer to the *creating student position* section of this manual.

It is important that all of the documents are completed in their entirety and sent to the Student Employment Office by the Human Resource Services (HRS) paperwork deadline. These deadlines are identified on the payroll calendar which is available under the documents section of the Human Resource Services' website. **Failure to comply will result in the student employee being paid late.**

When hiring a student in an additional job capacity, you must keep in mind that the student is only allowed to work a total of 20 hours per week. The total hours worked for both jobs cannot exceed the 20 hours, unless the student has an excess hour permit on file (refer to the *Excess Hours* section of this manual). It is important that the student is aware of this and that you assist them in the monitoring of these hours.

The only form needed when hiring a student for an additional job is the Personnel Action Form (PAF). Follow the instructions below to complete the PAF.

a. Personnel Action Form (PAF)

PAFs are available on the Human Resource Services' website (www.hr.niu.edu) under Forms. To complete the PAF for an additional job, complete the following steps:

- Check the Change circle at the top of the form.
- In the date field put in today's date.
- Check the student box to indicate that you are terminating a student employee.
- Under the action/reason section of the PAF indicate the effective date of the termination and the action reason code. The effective date will be the last day that the student will be employed. The action/reason code that needs to be indicated is "Additional Job".
- In the Personal Data section, put the employee id.
- Enter the student's name in the provided format.
- Complete the entire job data section as follows:
 - Indicate the position number. This must be a student position and the title for the position must correspond to the type of job the student will be doing.

- Indicate the job code. Refer to the *Determining Job Classification* section for clarification, if necessary.
- Click on the temporary circle under employee type. All student employees are considered temporary employees of the university.
- In the FTE box, select 50% from the pull down menu. All student employees are considered 50% employees.
- Type in the appointment end date. This date should be the last day of the pay period that the student will be working for the department.
- Enter the compensation rate. This rate should be within the appropriate range of the classification. To determine if you will need to provide the Student Employment Office with justification on the rate, please review the *Determining Rate of Pay* section of the manual.
- In the base position funding change box indicate no.
- Select the employing department from the pull down menu in the department box. If the department does not appear in the menu, contact the Student Employment Office. An example of a department would be SL00000: Human Resource Services.
- Choose the department's location if applicable, from the pull down menu. An example of a department's location would be HRS LOBBY: Human Resource Services.
- Select your department's mail drop, if applicable from the pull down menu. An example of a department's mail drop would be: SP232: Student Employment.
- Skip the Contract Data section. This is used for faculty, SPS, and Graduate Assistants.
- Skip the Tenure Status section. This section is used for faculty.

Termination Paperwork

An employee can be terminated or resign at anytime during the academic year. To terminate a student employee the only document needed is the Personnel Action Form (PAF). A student will continue to show up on the department's *Position Funding Summary Report* and the department's *Payroll Time Summaries* until the termination PAF has been completed. It is important that the PAF is completed in its entirety so that the correct job is terminated.

The Student Employment Office does enact an automatic termination process at the end of each month. The automatic process is triggered by the student's appointment end date.

PAFs are available on the Human Resource Services' website (www.hr.niu.edu) under Forms. To complete the PAF for a termination, follow these steps:

a. Personnel Action Form (PAF)

PAFs are available on the Human Resource Services' website (www.hr.niu.edu) under Forms. To complete the PAF for a termination, complete the following steps:

- Check the Change circle at the top of the form.
- In the date field put in today's date.
- Check the student box to indicate that you are hiring a student employee.
- Under the action/reason section of the PAF indicate the effective date and the action reason code. The effective date will be the student's last date of employment. The action/reason code that needs to be indicated is "Termination".
- In the Personal Data section, put the employee id.
- Enter the student's name in the provided format.
- Complete the entire job data section as follows:
 - Indicate the position number. This must be a student position and the title for the position must correspond to the type of job the student will be doing.
 - Select the employing department from the pull down menu in the department box. If the department does not appear in the menu, contact the Student Employment Office. An example of a department would be SL00000: Human Resource Services.
 - Choose the department's location if applicable, from the pull down menu. An example of a department's location would be HRS LOBBY: Human Resource Services.

- Select your department's mail drop, if applicable from the pull down menu. An example of a department's mail drop would be: SP232: Student Employment.
- Skip the Contract Data section. This is used for faculty, SPS, and Graduate Assistants.
- Skip the Tenure Status section. This section is used for faculty.

Other Student Changes

1. Changing a Student from Work-Study to Regular Employment

Changing a student from work-study to regular employment can be done by changing the student's position or by changing the funding for the position that the student currently holds.

1a. Changing the student's position

To change a student from a work-study position to a regular position, complete the following steps:

- Check the department's position funding summary report or position pool report to locate a vacant position that is being paid only by the department's account number, and not the Federal Work-Study Grant. It is also important to remember that the account number extension be changed from 648120 to 648100.
- Complete a Personnel Action Form (PAF) by completing the following steps:

a. Personnel Action Form (PAF)

PAFs are available on the Human Resource Services' website (www.hr.niu.edu) under Forms. To complete the PAF for a position change, complete the following steps:

- Check the Change circle at the top of the form.
- In the date field put in today's date.
- Check the student box to indicate that you are making a change to a student employee.
- Under the action/reason section of the PAF indicate the effective date and the action reason code. The effective date will be the date that the change will take place. The action/reason code that needs to be indicated is "WSR" because this is changing a student from a work study position to a non-work study position or visa versa.
- In the Personal Data section, put the employee id.
- Enter the student's name in the provided format.
- Complete the entire job data section as follows:
 - Indicate the position number. This must be a student position and the title for the position must correspond to the type of job the student will be doing.
 - Indicate the job code. Refer to the *Determining Job Classification* section for clarification, if necessary.
 - Click on the temporary circle under employee type. All student employees are considered temporary employees of the university.
 - In the FTE box, select 50% from the pull down menu. All student employees are considered 50% employees.
 - Type in the appointment end date. This date should be the last day of the pay period that the student will be working for the department.
 - Enter the compensation rate. This rate should be within the appropriate range of the classification. To determine if you will need to provide the Student Employment Office with justification on the rate, please review the *Determining Rate of Pay* section of the manual.
 - In the base position funding change box indicate no.
 - Select the employing department from the pull down menu in the department box. If the department does not appear in the menu, contact the Student Employment Office. An example of a department would be SL00000: Human Resource Services.
 - Choose the department's location if applicable, from the pull down menu. An example of a department's location would be HRS LOBBY: Human Resource Services.
 - Select your department's mail drop, if applicable from the pull down menu. An example of a department's mail drop would be: SP232: Student Employment.

- Skip the Contract Data section. This is used for faculty, SPS, and Graduate Assistants.
- Skip the Tenure Status section. This section is used for faculty.

1b. Changing Position Funding

Departments create a new student position by submitting a Position Request Form to the Student Employment Office and by following the steps outlined in the *Creating or Changing a Student Position* section of the manual. The following information is required on this form:

- Indicate that the position is being changed.
- The date should be today's date.
- The business unit must be indicated as student.
- The effective date should be the date that the action you desire will be effective.
- The action reason code will be funding change.
- The position number can be found on your departments current *Position Funding Summary Report* or *Pool Funding Summary Report* and should be indicated, unless you are creating a new position. If you are creating a new position, then it needs to be blank.
- All student jobs are considered temporary, so the temporary block should be checked.
- The position pool identifier should be filled in if:
 - You already have a student pool available and the position you are creating will have the same funding as the existing pool.
 - You are creating three or more positions and they will all be funded by the same account code(s) with the same distribution for each code(s).
- The applicable job code must be indicated. To determine what the job classification should be for the position you are creating refer to the Determining Job Classification section of this manual.
- The FTE (Full-Time Equivalency) block should be indicated as 50%. All student positions are considered to have a 50% FTE, even if excess hours have been approved for the student.
- The position title should be designated and correspond directly to the job classification.
- The department and location should be chosen from the drop down menu.
- The funding distribution section should be filled in if:
 - You are creating a new pool.
 - You want to designate a specific account number to fund this position instead of funding it through a pool.

2. Pay Rate Changes

When sending a rate change to the Student Employment Office, please review the *Determining Rate of Pay* section of this manual to determine if justification for your request is necessary.

To change a student's pay rate, the department will need to submit a Personnel Action Form (PAF). Complete a Personnel Action Form (PAF) by completing the following steps:

a. Personnel Action Form (PAF)

PAFs are available on the Human Resource Services' website (www.hr.niu.edu) under Forms. To complete the PAF for a pay rate change, complete the following steps:

- Check the Change circle at the top of the form.
- In the date field put in today's date.
- Check the student box to indicate that you are hiring a student employee.

- Under the action/reason section of the PAF indicate the effective date and the action reason code. The effective date will be the date that the change should take place. **Please note that if the salary adjustment is retro active, the retro active amount will need to be indicated by the department on the student's time sheet.** The action/reason code that needs to be indicated is "Salary Adjustment".
- In the Personal Data section, put the employee id.
- Enter the student's name in the provided format.
- Complete the entire job data section as follows:
 - Indicate the position number. This must be a student position and the title for the position must correspond to the type of job the student will be doing.
 - Indicate the job code. Refer to the *Determining Job Classification* section for clarification, if necessary.
 - Click on the temporary circle under employee type. All student employees are considered temporary employees of the university.
 - In the FTE box, select 50% from the pull down menu. All student employees are considered 50% employees.
 - Type in the appointment end date. This date should be the last day of the pay period that the student will be working for the department.
 - Enter the compensation rate. This should be the new rate and should be within the appropriate range of the classification. To determine if you will need to provide the Student Employment Office with justification on the rate, please review the *Determining Rate of Pay* section of the manual.
 - In the base position funding change box indicate no.
 - Select the employing department from the pull down menu in the department box. If the department does not appear in the menu, contact the Student Employment Office. An example of a department would be SL00000: Human Resource Services.
 - Choose the department's location if applicable, from the pull down menu. An example of a department's location would be HRS LOBBY: Human Resource Services.
 - Select your department's mail drop, if applicable from the pull down menu. An example of a department's mail drop would be: SP232: Student Employment.
- Skip the Contract Data section. This is used for faculty, SPS, and Graduate Assistants.
- Skip the Tenure Status section. This section is used for faculty.

G. Additional Pay

Departments are permitted to pay students on an Additional Pay Form instead of a PAF if the following criterion has been met.

- The student is currently active in the system
- The duration of the job is one day or less (i.e. playing in the band at Graduation)
- The payment will be a one time payment.

Under all other criteria, the department must submit hiring paperwork for student employment using the above guidelines.

V. Payroll Policies and Procedures

Pay Day

All employees are paid on a semi-monthly basis. The first payday is the 15th day of each month or prior business day if the 15th falls on a weekend or holiday. The second payday each month is the last business day of each month.

See the Human Resources calendar on our website for the specific dates.

Payroll checks and direct deposit will not be released until the scheduled payday for each pay period. All time sheets not properly completed may not be processed until the next payroll period.

Timesheets

It is the responsibility of the employee to fill out timesheets in accordance with proper procedures and guidelines. The timesheet can be found on the Human Resource Services (HRS) website (www.hr.niu.edu) under forms. Some general guidelines are as follows:

- Time must be reported to the nearest one hundredth (.01) of an hour.
- Overtime to be paid must be shown on the appropriate line on the timesheet. Refer to the *Overtime* section of this manual.
- Timesheets must be completed and signed by both the employee and supervisor before they are returned to Payroll and Compensation. Unsigned timesheets delay the processing of payroll.
- Departments must submit timesheets in alphabetical order, and in the order of status of employment (full time, part time, student workers), as they appear on timesheet summaries.
- Timesheets used should be the ones available on the HRS website. Substitutes are not accepted.
- No employee is expected to sign a blank timesheet and the employee and supervisor should initial all changes to the hours on the timesheet.

Pay Distribution Policy

It is the policy of the university to distribute all pay by means of electronic direct deposit. Temporary exceptions must be authorized by payroll. In the event that a paper paycheck is produced, the following applies:

Departmental Distribution

Departments are not required nor encouraged to establish paycheck pickup services. Specific arrangements may be made by contacting the payroll office.

Employee Pick Up

Employees are expected to pickup payroll checks in person and to present identification at that time. Employees are not expected to use work time. Employees may make arrangements, in coordination with their supervisors, to pick up their paychecks on the scheduled pay date at the designated Swen Parson Human Resource Service Center, 232 Swen Parson, located on the second floor of Swen Parson across from the Bursar's Office.

The Swen Parson Human Resource Service Center distributes paychecks on payday only between the hours of 8:00 a.m. and 4:00 p.m.

U. S. Mail Distribution

Paychecks that are not distributed by departments or picked up by employees on payday are mailed to the employees' home address. The HRIS home address is updated automatically using the permanent address in the student system.

Authorization

No person's name may be placed on a payroll without the proper authorization on file with Payroll and Compensation. Students may not begin working until their eligibility has been verified and authorization approved.

VI. Grievance Policy

Student employees shall have the right to file a grievance and/or receive a fair hearing on any request or complaint arising out of the course of employment. Each student employee and supervisor has the obligation and responsibility to make a good faith attempt to resolve workplace concerns as they may arise. If the alleged offender is the student employee's immediate supervisor and/or if the student employee is uncomfortable with this form of informal resolution, he or she should discuss the issue with the head of the department. If the workplace concern remains unresolved, the student employee may file a formal workplace grievance and/or request a formal hearing on the matter as stipulated by the following procedures.

Student Employee Rules for Workplace Grievances

A. A grievance under this section shall be defined as a formal complaint or dispute relating to or arising out of circumstances or conditions of employment. The Student Employee Workplace Grievance form must be completed for all complaints and submitted to the Office of Student Employment. Complaints relating to acts of employment discrimination, including sexual harassment and retaliation, and/or complaints regarding student on student conduct not constitute a grievance under the meaning of this section and will be referred to Affirmative Action and Diversity Resources or the Student Judicial Office (respectively) for appropriate review.

B. Any grievance filed by a student employee of the University, shall be filed in accordance with the provisions stipulated by this section. An employee representative may be involved with and/or represent the student employee at any step within the grievance process but will be held to the same level of confidentiality with respect to the issues that are discussed between all parties. The student employee will be responsible for identifying and providing representation when necessary. The University will be responsible for honoring the request for such representation but will not be responsible for identifying and ensuring that such representation occurs.

C. If at any step within the grievance procedure the employer fails to respond within the time limits set forth, the student employee(s) may proceed to the next step without penalty as if the employer had adhered to these time limits. (For example, if the Office of Student Employment fails to arrange to speak with parties within the time frame specified by Step 2, the Office of Student Employment has forfeited its right to respond to the issues contained in the grievance and the student employee(s) will be permitted to proceed to Step 3 if he/she chooses to do so). The time limits set forth in these procedures may be extended by mutual consent of both parties involved provided that such a request has been communicated to the Director of Personnel or his/her designee.

D. For the purposes of this section, work days are considered to be Monday through Friday, exclusive of University-observed holidays.

E. For the purposes of this section, a grievance hearing is defined as an oral presentation of facts and relevant information regarding the issues contained in the workplace grievance. The hearing will be conducted by Human Resource Services and the final response will be considered binding absent a formal appeal to the Director of Compliance for Human Resource Services.

Student Employment Rules for filing a Workplace Grievance

Step 1: Within ten work days after the first occurrence(s), circumstance(s), event(s) or incident(s) relating to or giving rise to the grievance, or within ten work days after the student employee(s), through the use of reasonable diligence should have become aware of the first occurrence(s), event(s), or incident(s) giving rise to the grievance, the student employee shall orally present the grievance to his/her immediate supervisor. The immediate supervisor shall provide a oral response within five (5) work days after such presentation.

Step 2: If the grievance is not settled at Step 1 and the student employee(s) wishes to pursue the grievance, the student employee(s) must complete a Student Employee Workplace Grievance form and submit it to the Office of Student Employment within ten (10) work days from the date of the oral response from the employer in Step 1. The grievance form must be signed by the employee(s) and shall include all relevant facts that form the basis of the grievance, included but not limited to, the provision(s), university policies or departmental procedures that have been allegedly violated (if applicable) and the relief that is being requested. Failure to comply with the time limitations contained in this section and/or improper completion of the form or citation of university rules, will not

automatically result in the denial of the grievance. However, time limitations as specified in this section will be strictly enforced.

Within five (5) work days from receipt of the grievance, the Office of Student Employment shall arrange to discuss the grievance with the employee(s) at a time mutually agreeable to both parties in an attempt to resolve the workplace issues that are stipulated by the grievance. If the discussion between the Office of Student Employment and both parties results in a resolution of the issues, the matter will be considered closed and resolved. If the discussion does not result in a resolution of the issues, the employee shall receive a written response from the Office of Student Employment regarding the issues contained in the grievance. This response should be provided to the student employee(s) within ten (10) work days from the date of the discussion and should clearly articulate the department's position with respect to the issues contained in the grievance and/or the relief being sought by the student employee (s). If the student wishes to appeal this decision, he or she may do so by proceeding to Step 3.

Step 3: If the student wishes to appeal the decision that was rendered in Step 2, the student employee(s) may do so by submitting a written letter of appeal to the administrative head of the department within ten (10) work days from the date of the decision in Step 2. (The Office of Student Employment can assist in identifying the head of the department for this purpose). The written letter of appeal must include the specific reason for the appeal, relief being sought by the appeal and the student employee(s) signature. Within ten (10) work days from the date of receipt of the written appeal, the head of the department, the immediate supervisor and the student employee(s) shall discuss the written appeal at a time mutually agreeable to both parties. If this discussion results in resolution of the issues contained in the grievance and/or the appeal, the matter will be considered closed and resolved. If this discussion does not result in a resolution of the issues, the employee(s) shall receive a written response from the head of the department regarding the issues contained in the grievance and/or appeal request. If the student wishes to appeal this decision, he or she may do so by proceeding to the final Step 4 or by requesting a hearing on the issues contained in the grievance. (Please consult the workplace grievance procedures contained in this section).

Step 4: If the student wishes to appeal the decision that was rendered in Step 3, the student employee(s) may do so by submitting a written letter of appeal to the Associate Director of Administration and Human Resource Services within ten (10) work days from the date of the decision in Step 3. The written letter of appeal must include the specific reason for the appeal, relief being sought by the appeal and the student employee(s) signature. Within ten (10) work days from the date of the written appeal, the Associate Vice President or his/her designee, will arrange to speak with the employee(s), immediate supervisor, department head and representative from the Office of Student Employment, (if applicable) at a time mutually agreeable to all parties. If this discussion results in a resolution of the issues, the matter will be considered closed and resolved. If this discussion does not result in a resolution of the issues, the employee(s) shall receive a written response from the Associate Vice President or his/her designee regarding the issues contained in the grievance and/or the appeal request. The Associate Vice President's or his/her designee's written response will be final and cannot be appealed to any other NIU administrator including, but not limited to, The President or any member of the Board of Trustees.

Grievance Hearing Procedures:

If the student employee(s) wishes to request a hearing on the issues contained in the grievance, he/she may request such after the student employee(s) has complied with the procedures required by Step's 1, 2 and 3. The student employee(s) may request a grievance hearing by completing the Student Employee Hearing Request form and submitting it to the Office of Student Employment. The issues contained in the grievance will be referred to Human Resource Services for review. Human Resource Services will arrange for a hearing within ten (10) work days (or a time mutually agreeable by both parties) from the date of the formal request.

The hearing will be conducted at Human Resource Services by the Assistant Director of Human Resources or his/her designee. During the hearing, the student employee(s), the department representative and a representative from the Office of Student Employment (if applicable) may have the opportunity to present evidence, facts or other applicable information regarding the issues contained in the grievance. Specific forms of resolution may also be explored and discussed during this process. Within 30 days from the date of the hearing, the student employee(s) and applicable department representative, will receive a written response and decision from Human Resource Services. This decision may be appealed, in writing, to the Director of Compliance.

Within ten (10) work days from the date of the written appeal, the Director of Compliance or his/her designee, will arrange to speak with the employee(s), immediate supervisor, department head and representative from the Office of Student Employment, (if applicable) at a time mutually agreeable to all parties. If this discussion results in a resolution of the issues, the matter will be considered closed and resolved. If this discussion does not result in a resolution of the issues, the employee(s) shall receive a written response from the Associate Vice President or his/her designee regarding the issues contained in the grievance and/or the appeal. The Director of Compliance or his/her designee's written response will be final and cannot be appealed to any other NIU administrator including, but not limited to, the Associate Vice President for Administration and Human Resources, the President of the University or any member of the Board of Trustees.