

Student Employment Change in Assignment Costing Process

Carbondale Campus End User Business Processes

PROCESS – Student Employment Change in Assignment Costing Process

Process: Follow this process to change the accounts from which a student employee is paid.

Access: Obtain necessary form(s). Electronic forms are available through the eforms website *eforms* <http://eforms.siu.edu/>

Actions:

Responsible Party	Action
Department	1. Determines the need to change the accounts from which a student employee is paid. Completes the Student Employment Change in Assignment Costing form. Obtains fiscal officers signature(s). Makes one copy of the form(s) for departmental records. Submits the form to Student Employment Services in the Financial Aid Office.
Student Employment Services/Financial Aid Office	2. Enters information in HRMS. Files the Student Employment Change in Assignment Costing form in the employee's file.
End of Process	

Special Notes: This document is intended as an overview to assist the end user in easily identifying the basic steps in processing an *Student Employment Change in Assignment Costing* form for the purpose stated above.

A list of the documentation required to process a costing change for the purpose stated above follows.

Form

Source

Student Employment Change in Assignment Costing form <http://eforms.siu.edu/siuforms/info/fao1002.html>

Departments should keep a copy of the completed form. A copy will not be returned from Student Employment Services after processing.