


# Student Employment Unpaid Hours Process

## Carbondale Campus End User Business Processes PROCESS – Student Employment Unpaid Hours Process

**Process:** Follow this process to submit hours for a student employee who either does not appear on the time entry form or who is owed hours for a previous payroll period.

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

### **Actions:**

Responsible Party	Action
Department	1. Determines the need to submit hours for a student employee who either did not appear on the time entry form/report and you do not have an orange supplemental time card or who is owed hours for a previous payroll period. Completes the <a href="#">Student Employment Unpaid Hours</a> 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 Service/Financial Aid Office	2. Determines that the student employee was eligible to work for the applicable payroll period, that the student is eligible to have hours submitted for the earnings elements and that the costing is valid for the assignment. Approves for payment and determines how the payment should be processed. Makes one copy of the form to put in the employee's file and forwards the original to Central Payroll for processing.
Central Payroll	3. Processes the payment as determined by Student Employment Services.
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 Unpaid Hours form* for the purposes stated above.

A list of the documentation required to process unpaid hours for the purposes stated above follows.

### **Form**

### **Source**

*Student Employment Unpaid Hours form*

<http://eforms.siu.edu/siuforms/info/fao1006.html>

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