

Carbondale Campus End User Instructions

FORM – Student Employment Change in Assignment Costing

Use: To specify or change the accounts from which a student employee is paid. Student Employment Services will use the information on this form to modify the costing for a student employment assignment in the Human Resource Management System (HRMS).

Access: Obtain necessary form(s). Electronic forms are available through the eforms website **eforms** <http://eforms.siu.edu/siuforms/info/fao1002.html>

Instructions: Complete the form using the following instructions.

General Information Section:

Name The last, first and middle name of the student employee the costing change applies to.

Assignment Number The applicable assignment number of the student employee.

Department (Organization) The name of the employing department.

Job Select the job, listed below from the drop down list, in which the student employee is employed on this assignment.

Aerobic / Fitness Instructor	Agriculture & Horticulture	Aircraft Mechanic	Art / Design, Media / Entertain	Building & Grounds	Bus Driver	Cashiering & Sales
Central Control Panel	Classroom Assistant	Clerical & Office Related	Community Service Tutors	Craft Shop Instructor	Flight Instructor	Food Service
Laboratory Assistant	Law Related	Library Assistant	Lifeguard	Media Specialist	Mental Health Companion	Model (Nude)
Newspaper Asst Manager	Newspaper Manager	Outside Commission Sales	Personal Care & Service	Protection & Security	Sports & Recreation	Sports Official
Teachers Assistant	Technical	Transportation & Delivery				

Add/Remove Costing Section: Complete the 'REMOVE' section of this form to end a costing record for this assignment. Complete the 'ADD' section of this form to add a costing record for this assignment.

AIS Budget Purpose Description

The AIS budget purpose description of the Accounting Flexfield (AFF).

AIS Fund

The AIS fund value of the AFF.

AIS Unit

The AIS unit value of the AFF.

AIS Budget Purpose

The AIS budget purpose value of the AFF.

AIS Dept Activity 1

Optional, the AIS department activity 1 value of the AFF. If no value is provided, the default value of '00000' will be assigned.

AIS Dept Activity 2

Optional, the AIS department activity 2 value of the AFF. If no value is provided, the default value of '00000' will be assigned.

AIS Function

The AIS function value of the AFF.

AIS Natural Account

Select the appropriate AIS natural account value of the AFF from the drop down list.

- 50000 (an account with a line item expenditure budget)
- 60000 (an account with a pooled expenditure budget)

Effective Date

Date the costing change becomes effective. (Date Format DD Mmm YYYY)

Fiscal Officer Signature Section:

Fiscal Officer Signature/Date

Signature of Fiscal Officer(s) and date signed. (Date Format DD Mmm YYYY)

Completed By (if other than Fiscal Officer)

Name of the individual who completed the form if other than the Fiscal Officer.

Phone Number

Phone number of the individual who completed the form.

Date

Date form was completed. (Date Format DD Mmm YYYY)

Special Notes:

The costing for an assignment may be distributed among a number of different accounts. If the number of accounts the individual is to be paid from exceeds six, attach an additional form.

Fund, unit, budget purpose, department activity 1, department activity 2, function and natural account are all segments of the AIS accounting flexfield. HRMS does not automatically generate these segments based on the budget purpose. The preparer must supply all of the required segments. Department activity 1 and department activity 2 are the only two segments that are optional. If no value is provided, the default value of '00000' will be assigned. The values for the object, SOF (source of funds), FFY (funding fiscal year), institutional activity and future use will either be assigned by Student Employment Services or generated during the payroll processes.

If the *Student Employment Change in Assignment Costing* form contains accounts in which there are different fiscal officers, the signatures of all fiscal officers are required.

The hiring department should maintain a copy of the completed *Student Employment Change in Assignment Costing* form.

Routing:

Print this form, acquire the appropriate signature(s), and either mail or FAX to: Student Employment Services, Financial Aid Office, MC 4702, FAX number 453-4612.