Carbondale Campus End User Instructions

FORM – Student Employment Recommendation for Change in Status

Use: To change the status of a student employee. Student Employment Services will use the information on this form to update assignment information in the AIS 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/fao1004.html

Instructions: Complete the form using the following instructions.

General Information Section:

Effective Date   The effective date of the change. If this field is left blank, the change in status will become effective for the payroll period in which the change in status was processed by Student Employment Services. If the change of status is to become effective for a future payroll period an effective date should be provided and must be the first day of a future payroll period. (Date format DD Mmm YYY)

Name   The last, first and middle name of the student employee the change of status 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				

Pay Rate Change Section:

Merit Increase   The amount of merit increase given. Indicate amount in 5 cent increments up to a maximum of 20 cents per hours for fall and spring semester and up to a maximum of 10 cents per hour for summer semester.

Excess Qualifications/Market Adjustment Increase
            The amount of excess qualifications/market adjustment increase given. Indicate amount in 5 cent increments up to a maximum of 50 cents per hour.

Community Service Change Section:

Change from Community Service
            Select this if the assignment should be changed from community service.

Change to Community Service
            Select this if the assignment should be changed to community service.

Community Service Job Description Number

The community service job description number. Required, if "Change to Community Service" is selected.

Position Number Change Section:

Change from Position Number

Check the box and enter the position number on the assignment in which the student should be removed.

Change to Position Number

Check the box and enter the position number in which the student should be added.

Fiscal Officer Signature Section:

Fiscal Officer Signature/Date

Signature of Fiscal Officer and date signed.

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: If the department is processing multiple changes on this form which have different effective dates, multiple forms should be used. Change in status for a student employee cannot be made retroactive to a prior payroll period. The effective date must be the first day of a future payroll period.

Any change in assignment involving a change in costing requires a Student Employment Change in Assignment Costing form. If the only condition of assignment that is changing is the costing, the Student Employment Change in Assignment Costing form is the only form required to implement the change; the Student Employment Recommendation for Change in Status is not required.

The hiring department should maintain a copy of the completed *Student Employment Recommendation for Change in Status* form.

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