

Carbondale Campus End User Instructions

FORM – Student Employment Unpaid Hours

Use: To submit hours for a student employee who either does not appear on the student employment time entry form/report and you do not have an orange supplemental time card or who is owed hours for a previous payroll period. Student Employment Services will review, approve and forward to Central Payroll for processing.

Access: Obtain necessary form(s). Electronic forms are available through the eforms website **eforms** <http://eforms.siu.edu/siuforms/info/fao1006.html>

Instructions: Complete the form using the following instructions.

General Information Section:

- Name* The last, first and middle name of the student employee.
- Assignment Number* The applicable assignment number of the student employee.
- Department (Organization)* The name of the employing department.
- Job* Select the job in which the student employee is employed on this assignment from the drop down list.

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				



Payroll Period Dates Section:

- Beginning* The beginning date of the applicable payroll period. (Date Format DD Mmm YYYY)
- Ending* The ending date of the applicable payroll period. (Date Format DD Mmm YYYY)
- Earnings Element* Select the applicable earnings element for which time should be reported from the drop down list.
- Non Com Ser Wk1 (Non Community Service week 1 hours)
 - Non Com Ser Wk2 (Non Community Service week 2 hours)
 - Com Ser Wk1 (Community Service week 1 hours)
 - Com Ser Wk2 (Community Service week 2 hours)
 - Am Counts Wk1 (America Counts week 1 hours)
 - Am Counts Wk2 (America Counts week 2 hours)
 - Am Read Wk1 (America Reads week 1 hours)
 - Am Read Wk2 (America Reads week 2 hours)
 - Fam Lit Wk1 (Family Literacy week 1 hours)
 - Fam Lit Wk2 (Family Literacy week 2 hours)
- Hours* The number of hours to be reported for the earnings element. (Format is 00.0)
- AIS Fund* The AIS fund value of the Accounting Flexfield (AFF) to be charged. (The AIS FWS fund value of 2150000 cannot be entered. See the special notes section for more information.)
- AIS Unit* The AIS unit value of the AFF to be charged.
- AIS Budget Purpose* The AIS budget purpose value of the AFF to be charged.
- AIS Department Activity 1* Optional, the AIS department activity 1 value of the AFF to be charged. If no value is provided, the default value of '00000' will be assigned.
- AIS Department Activity 2* Optional, the AIS department activity 2 value of the AFF to be charged. If no value is provided, the default value of '00000' will be assigned.
- AIS Function* The AIS function value of the AFF to be charged.
- AIS Natural Account* Select the appropriate AIS natural account value of the AFF to be charged from the drop down list.
- 50000 (an account with a line item expenditure budget)

- 60000 (an account with a pooled expenditure budget)

Financial Aid Office Use Only section:
Leave blank.

Signature Section:

Fiscal Officer(s) Signature

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.

E-mail Address

E-mail Address of the individual who completed the form.

Approved for Payment By section:
Leave blank.

Special Notes:

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.

The Federal Work-Study (FWS) fund value of 2150000 cannot be entered because the FWS program determines eligibility for payment of FWS funds. If the student employee is eligible to be paid from FWS funds the FWS program will automatically change the fund segment of the AFF.

If more than six earnings element lines are needed for a payroll period, use the second payroll period box. Enter the same beginning and ending payroll period dates in each box.

If hours for more than two payroll periods need to be submitted for a student employee, attach an additional form.



If the *Student Employment Unpaid Hours* 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 Unpaid Hours* form.

Routing:

Print this form, acquire the appropriate signature(s), and submit to HR Payroll Woody Hall Mailcode 6520, 900 S. Normal Ave. Carbondale, IL 62901.