

# Student Employment Recommendation for Change in Status Process

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## Carbondale Campus End User Business Processes

### PROCESS – Student Employment Recommendation for Change in Status Process

- Process:** Follow this process to change:
- rate of pay
  - community service classification
  - position number

**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 change either rate of pay, community service classification or position number. Completes the <a href="#">Student Employment Recommendation for Change in Status</a> form. Obtains fiscal officers signature. 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 <i>Student Employment Recommendation for Change in Status</i> 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 Recommendation for Change in Status* form for the purposes stated above.

A list of the documentation required to process a status change for any of the purposes 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.