


**VINCE DEMUZIO GOVERNMENTAL INTERNSHIP:
APPOINTMENT PROCESS**

**Carbondale Campus End User Business Processes
PROCESS – Vince Demuzio Governmental Internship: Appointment Process**

Process: Follow this process to appoint a governmental intern.

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

Actions:

Responsible Party	Action
Vice President for Academic Affairs or Public Policy Institute	1. Verifies employment eligibility. Completes Notice of Vince Demuzio Governmental Internship Appointment and other required forms (see list). Completes Section 2 of the I-9 Employment Eligibility Verification form. Reviews all documents for completeness and accuracy. Makes and distributes copies as appropriate.
Undergraduate Student	2. Signs <i>Notice of Vince Demuzio Governmental Internship Appointment</i> . Completes Personal and Professional Data form, W-4 form, Authorization for Payroll Electronic Direct Deposit form, <i>Statement of Selective Service Registration</i> form, Section 1 of the <i>I-9 Employment Eligibility Verification</i> form, <i>Ethics Training Pamphlet</i> , and <i>Visa Verification</i> form if student is not a U.S. citizen.
Vice President for Academic Affairs or Public Policy Institute	3. Obtains fiscal officer approval on forms where it is required and forwards all documents to the Human Resources office.
Human Resources	4. If a new position, creates position in HRMS. Reviews for compliance with applicable University policies. Verifies funding requirements, rate, etc. Enters budget, remaining personal data, assignment costing, and payroll information in HRMS. Makes and distributes copies of the <i>Notice of Vince Demuzio Governmental Internship</i> form to: <ul style="list-style-type: none"> • Payroll, for verification purposes • Vince Demuzio Governmental Intern file (original)
End of Process	

Special Notes: This document is intended as an overview to assist the end user in easily identifying the basic steps in the hiring process for governmental interns. For more detailed information, the end user can also consult the Human Resources office.

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A list of the documentation required for the governmental internship appointments and reappointments follows.

New Appointments:

<u>Form/Document</u>	<u>Source</u>
<i>Notice of Vince Demuzio Governmental Internship Appointment</i>	http://eforms.siu.edu/siuforms/info/hro7002.html
<i>I-9 Employment Verification form</i>	http://www.uscis.gov/files/form/i-9.pdf
<i>Personal and Professional Data form</i>	http://eforms.siu.edu/siuforms/info/hro1002.html
<i>Employee's Withholding Allowance Certificate (W-4)</i>	http://eforms.siu.edu/siuforms/info/pao0101.html
<i>Authorization for Payroll Electronic Direct Deposit</i>	http://eforms.siu.edu/siuforms/info/pao0100.html
<i>Visa Verification form</i> ¹	International Students and Scholars
<i>Statement of Selective Service Registration</i> (Draft form)	Financial Aid Office website
<i>Ethics Training Pamphlet</i>	Ethics Office website

Reappointments:

<i>Notice of Vince Demuzio Governmental Internship Appointment</i>	http://eforms.siu.edu/siuforms/info/hro7002.html
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¹ Required if applicant is not a U.S. citizen.