

Undergraduate Assistant: Appointment Process

Carbondale Campus End User Business Processes

PROCESS – Undergraduate Assistants: Appointment Process

Process: Follow this process to appoint an undergraduate assistant.

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

Actions:

Responsible Party	Action
Department	1. Completes <i>Notice of Undergraduate Assistant Appointment</i> and other required forms (see list). Makes and distributes copies as appropriate.
Undergraduate student	2. Signs <i>Notice of Undergraduate Assistant Appointment</i> . Completes <i>Personal and Professional Data</i> form, <i>W-4</i> form, and <i>Authorization for Payroll Electronic Direct Deposit</i> form, <i>Statement of Selective Service Registration</i> form, Section 1 of the <i>I-9 Employment Eligibility Verification</i> form, and <i>Visa Verification</i> form if student is not a U.S. citizen.
Department	3. Verifies employment eligibility and completes Section 2 of the <i>I-9 Employment Eligibility Verification</i> form. Reviews all documents for completeness and accuracy. Obtains fiscal officer approval on forms where it is required. Sends all documents through administrative channels for review and approval.
Administrative Channels	4. Approves <i>Notice</i> and forwards all documents to the Financial Aid Office.
Financial Aid Office	5. Verifies eligibility and approves and signs <i>Notice</i> . Makes two copies of <i>Notice</i> form. Maintains one copy for Financial Aid Office records. Forwards one copy to dean/director. Forwards all original documents to Human Resources.
Human Resources	6. If a new position, creates position in HRMS. Reviews for compliance with applicable University policies. Verifies funding requirements, rate, etc. Enters budget, remaining person data, assignment, costing, and payroll information in HRMS. Makes and distributes copies of the <i>Notice of Undergraduate Assistant Appointment</i> form to: <ul style="list-style-type: none">▪ Payroll, for verification purposes▪ Undergraduate assistant 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 undergraduate assistants. For more detailed information, the end user can also consult the Financial Aid Office.

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A list of the documentation required for undergraduate assistant appointments and reappointments follows.

New Appointments:

<u>Form/Document</u>	<u>Source</u>
<i>Notice of Undergraduate Assistant Appointment</i>	AIS Web page
<i>I-9 Employment Verification form</i>	INS Web page
<i>Personal and Professional Data form</i>	AIS Web page
<i>Employee's Withholding Allowance Certificate (W-4)</i>	Payroll or Employee Benefits
<i>Authorization for Payroll Electronic Direct Deposit</i>	Payroll
<i>Visa Verification form</i> ¹	International Students and Scholars
<i>Statement of Selective Service Registration (Draft form)</i>	Financial Aid Office

Reappointments:

<i>Notice of Undergraduate Assistant Appointment</i>	AIS Web page
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¹ Required if applicant is not a U.S. citizen.