

Partial Semester Payment Process

Carbondale Campus End User Business Processes

PROCESS – Partial Semester Payment Process

Process: Follow this process to pay an off-campus programs partial semester payment on a partial semester element.

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

Actions:

| Responsible Party | Action |
|-------------------------|--|
| Department | 1. Completes Partial Semester Payment form, and other required forms (see list). |
| Employee | 2. Signs Partial Semester Payment . Completes Section 1 of the <i>I-9 Employment Eligibility Verification</i> form, <i>Personal and Professional Data</i> form, <i>Employee's Withholding Allowance Certificate (W-4)</i> , and <i>Authorization for Payroll Electronic Direct Deposit</i> form. Provides copy of resume and official transcript(s) of the highest degree earned. |
| Department | 3. Verifies employment eligibility documentation and completes Section 2 of the <i>I-9 Employment Eligibility Verification</i> form. Reviews all forms for completeness and accuracy. Obtains fiscal officer approval on forms where it is required. For teaching positions, conducts oral English proficiency review and completes form. Sends all documents through administrative channels for review and approval. |
| Administrative Channels | 4. Approves <i>Request</i> and <i>Notice</i> and forwards all hiring documentation to Human Resources. |
| Human Resources | 5. Reviews appointment for compliance with applicable University policies. If a new position, creates position in HRMS. Verifies funding requirements, rate, etc. Enters person, assignment, costing, and payroll information in HRMS. Makes and distributes copies of the <i>Partial Semester Payment</i> form to: <ul style="list-style-type: none"> ▪ Payroll, for verification purposes ▪ Employee Benefits ▪ Employee file (original) ▪ Employee ▪ Provost |
| Provost | 6. Copies and distributes Partial Semester Payment form to dean/director. Maintains a copy for Provost area records. |
| Dean/ Director | 7. Copies and distributes <i>Notice</i> and <i>Assignment Costing</i> forms to department. Maintains a copy for dean/director area records. |
| Department | 8. Maintains copy for departmental records. |
| End of Process | |

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Special Notes: This document is intended as an overview to assist the end user in easily identifying the basic steps in processing a payment using a Partial Semester Element. For more detailed information, the end user should also consult the *Employee Handbook* and *SIUC Personnel Policies*. Both of these documents may be accessed via the Human Resources homepage at <http://hr.siu.edu/>

A list of the documentation appointments and reappointments follows.

New Appointments:

| <u>Form/Document</u> | <u>Source</u> |
|---|---|
| <i>Partial Semester Payment</i> | http://eforms.siu.edu/siuforms/info/hro3014.html |
| <i>I-9 Employment Verification form</i> ¹ | http://www.uscis.gov/files/form/I-9.pdf |
| <i>Personal and Professional Data form</i> ¹ (original and one copy) | http://eforms.siu.edu/siuforms/info/hro1002.html |
| <i>Employee's Withholding Allowance Certificate (W-4)</i> ¹ | http://eforms.siu.edu/siuforms/info/pao0101.html |
| <i>Authorization for Payroll Electronic Direct Deposit</i> ¹ | http://eforms.siu.edu/siuforms/info/pao0100.html |
| <i>Oral English Proficiency form</i> ² | Academic Affairs |
| Official transcript(s) of highest degree earned (copies of other transcripts will also be accepted) | Employee |
| Hiring Audit (or Search Waiver) 1) Hiring Audit form –section II and 2) Copy of Approved Ad or Position Description | Affirmative Action (blank form) Vice chancellor area (approved form) |
| Social Security Form SSA-1945 | http://www.socialsecurity.gov/form1945/SSA-1945.pdf |

Reappointments:

Partial Semester Payment <http://eforms.siu.edu/siuforms/info/hro3014.html>

- ¹ Not required for an individual who currently holds another SIUC status civil service, faculty or administrative/professional staff position or graduate assistantship, unless the individual wishes to add to or change information previously submitted..
- ² Required for teaching positions only.