

## **WELCOME ALL STUDENT EMPLOYEES**

We in the Library Human Resources Office hope that you enjoy your new job. Please take the time to read the following guidelines carefully. They should answer many of the questions you have regarding your employment.

### **1. Signing Timecards**

Each student must sign his/her timecard before it is submitted to the Library Business Office. All student timecards are due in the Library Business Office the day after payday (every other Thursday).

### **2. Working in Two or More Departments**

If a student is working in two or more departments in the Library, the Library Business Office will issue separate timecards for each department in which the student is working. The student is responsible for punching in and punching out on the appropriate timecard.

Any student working in two or more departments, whether in the Library or in other departments on campus, is required to inform his/her supervisors of this fact. The supervisor of each department must know the student's schedule in any other department he/she may be working, so as to avoid the possibility of overtime. Overtime (working more than 8.0 hours in one day and/or more than 40 hours in one week) is prohibited by the Library, unless pre-approved by the University Librarian.

### **3. Payroll Information**

Direct deposit is now required of all employees. To access your payroll information, go to <https://nessie.uihr.uillinois.edu/cf/index.cfm>. For your pay stub choose "compensation" from the list. Then choose "earnings statement" and log in with your Netid (Example: jsmith1@uic.edu).

### **4. Students on Federal Work Study**

A Federal Work Study student is required to submit his/her award letter to Library Human Resources before beginning employment in the Library. If a student joins the Federal Work Study Program during his/her employment in the Library, he/she must submit the award letter immediately. Failure to present one's award letter to the Library Human Resources may result in the delay of one's paycheck.

If you have any questions contact Catherine Sauer at x6-7353 in the Library Human Resources Office.