



# STUDENT EMPLOYEE REQUISITION

3050 Student Services Building, MC 335

A student is not eligible to work until he/she is cleared by the Student Employment Office. The student can report any time between **12:00pm and 4:00pm** to complete the necessary hire paperwork. Please review the following:

- \* Documentation for the Immigration Reform and Control Act of 1986 must be provided by the third day of employment. (Review back of Requisition form)
- \* A student must be registered and maintain at least six credit hours during the semester (different rules apply for the summer term).
- \* If the Requested salary is beyond Step A in any Group or beyond the ceiling cap for Undergraduate (Group III, Step A) and Graduate (Group IV, Step A), please submit the Letter of Justification in the MEMO section of the HR Front End transaction.
- \* In accordance with the Sanction Review government requirement, UIC must subject all new hires to a sanction review. Units must provide a FOAPAL number in the box below to charge the Sanction Review and/or Criminal Background Check. If no FOAPAL is indicated in the box, by default the FOAPAL listed at the bottom of the form will be charged. (\*Federal Work Study FOAPAL's cannot be used to charge the Sanction Review/CBC fees)

Name of Employee \_\_\_\_\_ UIN \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_

C

Banner Position Number \_\_\_\_\_ Requested Position \_\_\_\_\_ Requested Salary \_\_\_\_\_ Requested Effective Date \_\_\_\_\_

Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does this position require a physical? YES  NO   
 Does this position require a drug screening? YES  NO   
 Does this position have any patient contact? YES  NO   
 Is this position security sensitive? YES  NO

**\*\*REQUIRED\*\***

FOAPAL number: \_\_\_\_\_  
 Please indicate the FOAPAL number to charge the Sanction Review and/or the Criminal Background Check.

Institution of Learning: UIC  Other: \_\_\_\_\_  
(Attach Proof of Attendance from an Illinois State-funded University. Proof will be required at the beginning of every term the student continues employment as a student employee.)

Number of Hours Working per Week: \_\_\_\_\_

Department Contact \_\_\_\_\_ Department Name \_\_\_\_\_

@uic.edu

Name of HR Submitter \_\_\_\_\_ Email of Submitter \_\_\_\_\_ COA / Fund / Organization / Account / Program \_\_\_\_\_

Room Number \_\_\_\_\_ Building \_\_\_\_\_ Telephone \_\_\_\_\_ M/C \_\_\_\_\_ Employing College \_\_\_\_\_

Authorized Departmental Signature \_\_\_\_\_ Date \_\_\_\_\_

**Acceptable Documents for Employment Eligibility Verification (Form I-9)**  
**(All documents must be unexpired)**

**OR**

**AND**

**LIST A**

**Documents that Establish Both Identity and Employment Authorization**

1. U.S. Passport or U.S. Passport Card
2. Permanent Resident Card or Alien Registration Receipt (Form I-551)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa
4. Employment Authorization Document that contains a photograph (Form I-766)
5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 for Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with a valid Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI

**LIST B**

**Documents that Establish Identity**

1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
2. ID card issued by federal, State, or local government agencies or entities provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
3. School ID card with a photograph
4. Voter's registration card
5. U.S. Military card or draft record
6. Military dependent's ID card
7. U.S. Coast Guard Merchant Mariner Card
8. Native American tribal document
9. Driver's license issued by a Canadian government authority

**For persons under age 18 who are unable to present a document listed above:**

10. School record or report card
11. Clinic, doctor, or hospital record
12. Day-care or nursery school record

**LIST C**

**Documents that Establish Employment Authorization**

1. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States
2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Certification of Report of Birth issued by the Department of State (DS-1350)
4. Original or certified copy of a birth certificate issued by a State, county, municipal authority or territory of the United States bearing an official seal
5. Native American tribal document
6. U.S. Citizen ID Card (Form I-197)
7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
8. Employment authorization document issued by the Department of Homeland Security (other than those listed under List A)

**Direct Deposit**

All employees hired at the University of Illinois are required to select direct deposit within 30 days of initial hire. Bring in your account number and routing number for your bank.