UIC STUDENT EMPLOYEE REQUISITION

2200 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 **noon and 4:00** 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)
* If the student is an international student, you must complete the departmental section of the Visa Clearance Form. The student must report to International Services in order to be approved to work on campus.
* 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 Personnel Information Transmittal Report (PITR).

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 ☐

FOAPAL number: _____

If Security Sensitive or Patient Contact is marked with 'YES', please indicate the FOAPAL number to charge 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 PITR Submitter _____ Email of PITR Submitter _____ COA / Fund / Organization / Account / Program _____

Room Number _____ Building _____ Telephone _____ M/C _____ Check Dist # _____

Authorized Departmental Signature _____ Date _____

rev 12/2003

Acceptable Documents for Employment Eligibility Verification (Form I-9)

OR **AND**

LIST A
Documents that Establish Both Identity and Employment Eligibility

1. U.S. Passport (unexpired or expired)
2. Certificate of U.S. Citizenship (INS Form N-560 or N-561)
3. Certificate of Naturalization (INS Form N-550 or N-570)
4. Unexpired foreign passport, with I-551 stamp or attached INS Form I-94 indicating unexpired employment authorization
5. Permanent Resident Card or Alien Registration Receipt Card with photograph (INS Form I-51 or I-551)
6. Unexpired Temporary Resident Card (INS Form I-88)
7. Unexpired Employment Authorization Card (INS Form I-688A)
8. Unexpired Reentry Permit (INS Form I-327)
9. Unexpired Refugee Travel Document (INS Form I-571)
10. Unexpired Employment Authorization Document issued by the INS which contains a photograph (INS Form I-688B)

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, sex, 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, sex, 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 Eligibility

1. U.S. social security card issued by the Social Security Administration (other than a card stating it is not valid for employment)
2. Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)
3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
4. Native American tribal document
5. U.S. Citizen ID Card (INS Form I-197)
6. ID Card for use of Resident Citizen in the United States (INS Form I-179)
7. Unexpired employment authorization document issued by the INS (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 to your bank.