

Certificate in University Financial Management:
Employing Students Textbook

TABLE OF CONTENTS

OVERVIEW:

OBJECTIVES:

-
-
-
-
-
-
-
-
-
-
-
-
-
-
-

E-1S PROCESSING OFFICE:
Joyce Thornton

Brenda Woodhouse
Lisa Hecker

IMPORTANT REMINDERS – STUDENT HOURLY WAGE TIMESHEETS:

The web timesheet should be submitted all the hours are worked for the pay period and before the pay period deadline. When an employee submits a web timesheet to the approver, they are certifying that the hours worked are a true and accurate record of their time. When a supervisor approves a web timesheet, the supervisor is certifying that all information contained is correct and that the employee worked the hours shown on the web timesheet.

GENERAL HIRING INFORMATION & ACHIEVING PAYROLL STATUS:

Elected Official Disclosure Form

7. Direct Deposit of Pay Details
[Redacted]

[Redacted]

Certification Form for
Graduate Program Director

Section I: Student Information (Complete only if the candidate is currently enrolled in a graduate program)

Student Name: _____ U/M #: _____ College: _____

Degree and Program: _____ Start/ending completion date (Semester/Year): _____

Section II: Teaching Assignment for Semester (Applicant must complete and describe outside the program's current design)

Specify course(s) to be taught: _____ Teaching/Work Supervision: _____

Section III: Education

Highest Degree Held: Bachelor's Degree Master's Degree Other _____ Subject/Region: _____

Institution: _____ Year Received: _____

Section IV: Graduate Level Coursework (Applicant must indicate graduation of each subject at least in master's degree with the exception of those with a Bachelor's degree in Business Administration or Education) (Please list all graduate courses completed in the last five years)

Course Name	Year Received	Grade

Section V: Training & Supervision

Please describe required in-services/training, professional development, etc.: _____

Please describe supervision & periodic evaluation plan: _____

Section VI: Approval

Graduate Program Director (Print)	Graduate Program Director (Signature)	Date

Graduate School Director (Print) _____ Date _____

Graduate School Director (Signature) _____

Please send electronically to the Graduate School at graduate@uic.edu

Original: Graduate Office
 Copy: Recruitment

Hiring a GTA who will be an instructor of record?

Account Codes for Graduate Assistants -

Refer to the "Importance of Position Numbers" section to determine the appropriate position number prefix for each student type.

- Graduate Teaching Instructor (GTA) Account Code 4022, 4122 *Employee Class TA, see E-1SG Form.*

- Graduate Teaching Assistant (GTA) Account Code 4022, 4122 *Employee Class TA, see E-1SG Form.*

- Graduate Assistant Research-faculty assistants (GRA) Account Code 4023, 4123 *Employee Class RA, see E-1SG Form.*
- Graduate Assistant Administrative (GAA) Account Code 4043, 4123

. Refer to the policy below for the process for non-academic departments to hire graduate assistants.

Policy for Awarding of Graduate Assistantships in Non-Academic Departments -

IMPORTANT NOTE:

[Redacted content]

How do I gain the access for EPAFs?

Documentation, FAQs and Quick Reference Guides

•
Can graduate students ever be hired as regular student hourly wage employees?
at least 6 credit hours

Fiscal Year for Payroll Purposes
ends June 15

Please refer to the Payroll

Schedule for submission deadlines.

: As a reminder, it is the responsibility of the employing department to ensure that requirements (i.e., registered for appropriate number of credit hours, submission of the appropriate E-1S Form, EPAF, Employment Eligibility, I-9) are met allowing a student to begin work.

THE IMPORTANCE OF POSITION NUMBERS:

Graduate Teaching and Research Assistant Positions:

** Student Hourly Positions *position number prefix RS*

. FICA taxes will be charged to the budget if the student drops below 6 credit hours during the Fall and Spring semesters and if the student is not registered for 6 credit hours in the Summer semester (departments need to ensure that a budget adjustment is submitted to cover FICA taxes). *(Example: RS2970 is the position number used for Academic Affairs budget 1AA00-4025012 0 6*

TAX INFORMATION:

Single Married Filing Separately
please be sure to use current year withholding forms



OVERTIME PAY

COMPLETING AND SUBMITTING WEB TIMESHEETS:

STUDENT HOURLY EMPLOYEES (4025,
4028, 4029):

Employee Deadline

Period Worked	Reporting Increments	Period Worked	Reporting Increments

General instructions for
completing and submitting
a manual timesheet form:

ALL

Monitoring Student Hourly Wage and Graduate Assistant Employee Expenditures -

Student Employee Performance Evaluation

Date _____ Student _____ Evaluation _____

Department _____ Supervisor _____

Rate the student using the following scale:

Please rate the student work

4 = Competent 3 = Needs improvement 2 = Needs significant improvement 1 = Outstanding

	5	4	3	2	1
Is reliable, dependable, and punctual					
Is thorough, neat, and accurate					

[This section contains a large area of digital noise and corruption, obscuring the evaluation scale and additional text.]

Additional Comments:

Date

Student's Signature

STUDENT HOURLY (4025, 4028, 4029) HIRING CHECKLIST

NOTE: Send graduate student E-1SG forms to the appropriate associate dean after completion. See checklist on the next page.

No Web Time Entry timesheet is available until the E-1SU is fully processed by E-1S Processing. Please take steps to avoid delays.

GRADUATE ASSISTANT (4022, 4122, 4023, 4123, 4043, 4143)

STUDENT DATA WORKSHEET

PART 1: