

INSTRUCTIONS

REQUEST FOR APPROVAL OF STUDENT EMPLOYEE APPOINTMENT FOR STUDENTS ENROLLED IN LESS THAN A ½ PROGRAM

The Rules of the University Civil Service System of Illinois requires approval of all student employment appointments when the student is enrolled for less than one-half of a normal course load. The Civil Service System may grant an exception to the employment eligibility rule for a degree seeking student who is registered for less than half time, if:

The student is a senior who has less than 6 credit hours to complete graduation requirements.

-OR-

The student is experiencing financial, physical or personal hardships.

If you believe a student meets one of these criteria, please complete the enclosed form and return to the Student Employment Office (2100 SSB, m/c 335).

Giving a detailed account explaining the circumstances will allow the University to present a strong case to the Civil Service System. If the student needs less than six (6) credit hours to graduate, please provide proof through the College in which the student is enrolled through.

When the request is received by Student Employment, it will be reviewed for compliance with the above guidelines and forwarded to:

Jami Painter
Interim Associate Vice President for Human Resources
University Office of Human Resources.

If the request is approved by the University Office of Human Resources, it will be forwarded to the Civil Service System for final approval. When the final approval is denied, at any time during this process, you and your hiring unit will be notified by Student Employment. Upon notification of disapproval, the student's appointment will be terminated immediately.

Approval will be granted for one semester only. Students who withdraw from school during their employment will not be allowed to continue working under Student Employment.

If you have any questions, please contact the Student Employment Office at 312-996-3130.

**REQUEST FOR APPROVAL OF STUDENT EMPLOYEE APPOINTMENT
FOR STUDENTS ENROLLED IN LESS THAN A 1/2 PROGRAM**

Fall _____ -OR- Spring _____

(please indicate the semester and year for which you are submitting the form)

The Rules of the University Civil Service System of Illinois requires approval of all student employment appointments when the student is enrolled for less than one-half (i.e. 1-5 credit hours) of a normal course load.

Please fill out one (1) copy of this form, provide us with a copy of the student's University ID, and send it to the UIC Student Employment Office, SSB 2100, MC 335. Upon review and approval by Student Employment, it will be routed to: Jami Painter, Interim Associate Vice President for Human Resources.

(to be filled out by the hiring unit/ supervisor)

Name of Student

UIN Number

Place/Dept. of Employment

Campus Address / Extension

Hours Worked

Term of Appointment *(Starting & Ending Dates)*

Hours Currently Enrolled

Graduation Date

Why is student taking less than 6 hours of undergraduate study?

Submitted by: _____
Name/ Title

Department/ MC Phone

**Jeff Brownfield, Executive Director
State University Civil Service System of Illinois**

Date:

The University of Illinois recommends approval of this document.

Date:

**Jami Painter
Interim Associate Vice President for Human Resources**