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| MANUAL Student Employment Office Office of Career Services | SECTION Student Employees Responsibilities to Their Employers | PAGE 1 / 1 |
| SUBJECT General Guidelines | | REVISED |

1. Student employees are required to inform their employer of their class schedule each semester or session and any subsequent changes, and to explain to the employer any conflicts between time worked and the class schedule. Students attending other Illinois state-funded universities are also required to submit proof of registration for each term.
2. Student employees are required to perform the job, as specified in their job description, satisfactorily.
3. Student employees are required to complete time sheets on a daily basis and submit them at the specified time to the appropriate person within the unit.
4. Student employees are required to comply with office rules that apply to all employees such as reporting on time, taking only the allowed period for breaks, etc.
5. Student employees are required to enroll for and maintain six hours enrollment during the regular semesters (Fall and Spring) and comply with current enrollment rules during the summer and breaks. Student employees should inform their employers of their failure to maintain the required enrollment levels.
6. Work-Study employees are required to inform their employer of any changes in their Federal Work-Study award.