



STUDENT EMPLOYEE REQUISITION

2100 Student Services Building, MC 335

A student is not eligible to start work until they complete the required HR onboarding process in its entirety with the employing department/HR administrator.

Please review the following:

- **A student must be registered and maintain at least six credit hours during the semester to work under Student Employment (different rules apply for the summer term).**
- **Original I-9 documentation must be provided on or before the first day of employment (review attached list of acceptable I-9 documents).**

PLEASE TYPE INFORMATION ON THIS FORM

Name of Employee		UIN	
Address	City	State	Zip Code
Telephone		Email of Student @uic.edu	
C	Banner Position Number	Requested Position	Requested Salary
			Requested Effective Date

Duties: _____

Does this position require a physical ?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Does this position require a drug screen ?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Does this position have any patient contact ?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Is this position security sensitive ?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Will this person be working with minors ?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Does this position require a sanction review ?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

****REQUIRED****

Handshake Job ID #

Background Check Charge C-FOAP

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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.)

Institution of Learning: UIC

Number of Hours Working per Week: _____

Department Contact	Department Name
	@uic.edu

Name of HR Submitter	Email of Submitter	Employing Org Number
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Room Number	Building	Telephone	M/C	Employing College and Code
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Authorized Departmental Signature	Date
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