



# STUDENT EMPLOYEE REQUISITION

3050 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 **12:00pm and 4:00pm** 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)
- \* 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 HR Front End transaction.
- \* In accordance with the Sanction Review government requirement, UIC must subject all new hires to a sanction review. Units must provide a FOAPAL number in the box below to charge the Sanction Review and/or Criminal Background Check. If no FOAPAL is indicated in the box, by default the FOAPAL listed at the bottom of the form will be charged. (\*Federal Work Study FOAPAL's cannot be used to charge the Sanction Review/CBC fees)

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

**\*\*REQUIRED\*\***

FOAPAL number: \_\_\_\_\_  
 \_\_\_\_\_  
 Please indicate the FOAPAL number to charge the Sanction Review and/or 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 HR Submitter \_\_\_\_\_ Email of Submitter \_\_\_\_\_ COA / Fund / Organization / Account / Program \_\_\_\_\_

Room Number \_\_\_\_\_ Building \_\_\_\_\_ Telephone \_\_\_\_\_ M/C \_\_\_\_\_ Employing College \_\_\_\_\_

Authorized Departmental Signature \_\_\_\_\_ Date \_\_\_\_\_

## LISTS OF ACCEPTABLE DOCUMENTS

**All documents must be UNEXPIRED**

Employees may present one selection from List A  
or a combination of one selection from List B and one selection from List C.

<b>LIST A</b> <b>Documents that Establish Both</b> <b>Identity and Employment</b> <b>Authorization</b>	<b>LIST B</b> <b>Documents that Establish</b> <b>Identity</b>	<b>LIST C</b> <b>Documents that Establish</b> <b>Employment Authorization</b>
<b>OR</b>		<b>AND</b>
<ol style="list-style-type: none"> <li>1. U.S. Passport or U.S. Passport Card</li> <li>2. Permanent Resident Card or Alien Registration Receipt (Form I-551)</li> <li>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</li> <li>4. Employment Authorization Document that contains a photograph (Form I-766)</li> <li>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:               <ol style="list-style-type: none"> <li>a. Foreign passport; and</li> <li>b. Form I-94 or Form I-94A that has the following:                   <ol style="list-style-type: none"> <li>1. The same name as the passport; and</li> <li>2. An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</li> </ol> </li> </ol> </li> <li>6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with a valid Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</li> </ol>	<ol style="list-style-type: none"> <li>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, gender, height, eye color, and address</li> <li>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, gender, height, eye color, and address</li> <li>3. School ID card with a photograph</li> <li>4. Voter's registration card</li> <li>5. U.S. Military card or draft record</li> <li>6. Military dependent's ID card</li> <li>7. U.S. Coast Guard Merchant Mariner Card</li> <li>8. Native American tribal document</li> <li>9. Driver's license issued by a Canadian government authority</li> <li style="text-align: center;"><b>For persons under age 18 who are unable to present a document listed above:</b></li> <li>10. School record or report card</li> <li>11. Clinic, doctor, or hospital record</li> <li>12. Day-care or nursery school record</li> </ol>	<ol style="list-style-type: none"> <li>1. A Social Security Account Number card, unless the card includes one of the following restrictions:               <ol style="list-style-type: none"> <li>a) NOT VALID FOR EMPLOYMENT</li> <li>b) VALID FOR WORK ONLY WITH INS AUTHORIZATION</li> <li>c) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</li> </ol> </li> <li>2. Certification of Birth Abroad issued by the Department of State (Form FS-545)</li> <li>3. Certification of Report of Birth issued by the Department of State (DS-1350)</li> <li>4. Original or certified copy of a birth certificate issued by a State, county, municipal authority or territory of the United States bearing an official seal</li> <li>5. Native American tribal document</li> <li>6. U.S. Citizen ID Card (Form I-197)</li> <li>7. Identification Card for Use of Resident Citizen in the United States (Form I-179)</li> <li>8. Employment authorization document issued by the Department of Homeland Security (other than those listed under List A)</li> </ol>

**Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274).**

**Refer to Section 2 of the instructions, titled "Employer or Authorized Representative Review and Verification," for more information about acceptable receipts.**