SOUTHERN ILLINOIS UNIVERSITY
EDWARDSVILLE

Student Employment

2221 Rendleman Hall Campus Box 1030
Edwardsville, IL 62026-1030
Phone: 618-650-2563 Fax: 618-650-2566
Email: stuemp@siue.edu
Homepage: www.siue.edu/student-employment

Job Location and Development Hire Report

SIUE's Job Location and Development (JLD) program helps SIUE students find off-campus jobs at no cost to employers. Because JLD is funded through the federal Work-Study program, SIUE must document the jobs and hires it produces. Please complete one form for each SIUE student you hire and return it to stuemp@siue.edu. At the end of each term, we will contact you to confirm the details below.

EMPLOYER INFORMATION

Organization: _____ Contact Name: _____

Address: _____ Contact Phone: _____

City, State, ZIP: _____ Contact Email: _____

STUDENT HIRED

Student Name: _____ SIUE Email: _____

Position Title: _____ Pay Rate: $ _____ per hour

Estimated Hours/Week: _____ Est. Start Date: _____

EMPLOYER ACKNOWLEDGMENT

By signing, the employer acknowledges that:

- The employer is the employer of record and is responsible for the student's wages, payroll taxes, workers' compensation coverage, and workplace safety.
- Students hired through JLD are not SIUE employees, and SIUE does not supervise their work.
- The employer will follow all applicable federal, state, and local employment laws.
- Pay will fall within SIUE's posted range of $15.00–$22.00 per hour.
- The employer will submit this form for each SIUE student hired and will respond to SIUE's end-of-term request to confirm hours and dates.

_____ _____

Authorized Signature **Date**

Printed Name: _____ Title: _____

STUDENT EMPLOYMENT USE ONLY

Date Received: _____ Univ. ID#: _____

Eligible ☐ Yes ☐ No Entered By/Date: _____