

## SCREEN MENU REQUEST HUMAN RESOURCES – STUDENT EMPLOYMENT

RETURN TO: Julie Derry  
HR - Student Employment  
Sherman Hall 105

CHECK ONE:

<input type="checkbox"/>	Faculty
<input type="checkbox"/>	Administration
<input type="checkbox"/>	Staff
<input type="checkbox"/>	Student

Name:		WIU ID:	
Department:		Phone:	

CHECK TO				
RELEASE	DISPLAY		FOR OFFICE USE ONLY	
TO USER	CODE	DESCRIPTIVE TITLE	PROG#	LEVEL
<input type="checkbox"/>	SAAD	Student Authorization ADD	HPZ567	1
<input type="checkbox"/>	SAUP	Student Authorization UPDATE	HPZ570	1
<input type="checkbox"/>	STED	Student Employee Display	HPZ576	1
<input type="checkbox"/>	STEM	Student Employment Budget	HPZ011	0
<input type="checkbox"/>	FWSS	Federal Work Study Display	HPZ589L	0
<input type="checkbox"/>	TimePro Timekeeping System		ECOM: _____	

AUTHORIZATION BY SUPERVISOR:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### DISCLOSURE STATEMENT

Access to WIU Payroll, Personnel and/or Position Control records is being granted to me for the express purpose of performing my job for Western Illinois University. I understand that unauthorized use of the data is prohibited and will subject me to disciplinary action.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FOR OFFICE USE ONLY:

Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_

2023-04