

Student Employment List Serve

Being part of the Student Employment List Serve will enable you to receive monthly reminders about time sheet cut off dates and other important issues related to your student employees and dates to remember. To be added to the List Serve send an e-mail message to **maillserv@uni.edu** where the body contains the following message:

SUB STUDENTEMPLOYMENT@host.domain END

- Host.domain for UNI faculty/staff addresses should be their e-mail alias, i.e., First.Last@uni.edu
- Host.domain for UNI student addresses should be their userid, e.g., jonesa12@uni.edu

Example: SUB STUDENTEMPLOYMENT.john.doe@uni.edu END

You will receive an e-mail confirmation after sending this giving you more information on how to use the List Serve.