Which country?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address:

UO E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@uoregon.edu

Phone #

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

American Indian or Alaska Native

Ethnicity:

Asian

Male

Female

G e n d e r

Yes

U.S. citizen?

Date

Student’s Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**my timesheet as soon as possible past the due date.**

my timesheet is signed by my supervisor and myself. **If my timesheet is late, I will make every effort to submit**

**closed, the next workday following),** and I am responsible for making any necessary arrangement to ensure that

through the 15th of the following month. **The payroll deadline each month is 5:00 p.m. on the 15th (or if payroll is**

unless prior department approval is granted. I understand that the payroll period is from the 16th of the month

I accept the responsibility for monitoring my hours and will not exceed the agreed-upon wage and hour limit above

**(Please answer the eligibility questions on the back and read this agreement before signing.)**

\*If no: Resident Alien Non-Resident Alien

Decline

White

Native Hawaiian or Other Pacific Islander

Hispanic or Latino

Black or African American

Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ UO ID# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Please print clearly)

ork-Study

W

\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of pay

Tech-Work

Account Index / Activity Code

Job Title

**s Section**

**Supervisor’**

Change (Reason) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

New Hire

***A position description is required for each new hire.***

(Student Job System)



**CHC Student Employment Sign-Off Form**

SJS# \_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No

**Student Section**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Date

Department Budget/Grant Authority Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employment of this student as described above has been approved.

**Department Budget/Grant Authority Section**

Date

Supervisor’s Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Central Business Services Office**

E-mail

Phone #

Supervisor’s Printed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

End Date

Begin Date

hours per week

Pay Rate

\_\_\_\_\_\_\_\_\_\_\_\_ per hour for \_\_\_\_\_\_\_\_\_\_\_ hours beginning \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and ending \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No Aid

How man

Yes

No

- Expected date of graduation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List term \_\_\_\_\_\_\_\_\_

3. How many credit hours did you take last term?

\_\_\_\_\_\_\_\_\_

4.

y

- If you are a graduate student, are you a GTF?

credit hours are you taking this term? \_\_\_\_\_\_\_\_\_

List term \_\_\_\_\_\_\_\_\_

r next term?

Are you registering fo

Yes

No

5.

Rev 01/24/2019

1. Have you

UO before?

No

been employed by the

Yes

**Eligibility**

aycheck \_\_\_\_\_\_\_\_\_\_, paid by department:

- If yes, date of last p

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

- If yes and still employed, list all current jobs:

2. Are you an undergraduate or graduate student?

Undergrad

Graduate