

**Central Business Services Office
CHC Student Employment Sign-Off Form**

SJS# _____
(Student Job System)

A position description is required for each new hire.

New Hire Change (Reason) _____

Supervisor's Section

Student Name _____ UO ID# _____
(Please print clearly)

Account Index / Activity Code _____ Job Title _____ Type of pay Work-Study
 Tech-Work
 No Aid

Pay Rate _____ per hour for _____ hours beginning _____, and ending _____
hours per week Begin Date End Date

Supervisor's Printed Name _____ Phone # _____ E-mail _____

Supervisor's Signature _____ Date _____

Department Budget/Grant Authority Section

Employment of this student as described above has been approved.

Department Budget/Grant Authority Signature _____ Date _____

Student Section

U.S. citizen? Yes No *If no: Resident Alien Non-Resident Alien

Gender Male Female Which country? _____

Mailing Address: _____ UO E-mail _____@uoregon.edu

Phone # _____

Date of birth _____

Ethnicity: American Indian or Alaska Native Asian
 Black or African American Hispanic or Latino
 Native Hawaiian or Other Pacific Islander White Decline

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

I accept the responsibility for monitoring my hours and will not exceed the agreed-upon wage and hour limit above unless prior department approval is granted. I understand that the payroll period is from the 16th of the month through the 15th of the following month. **The payroll deadline each month is 5:00 p.m. on the 15th (or if payroll is closed, the next workday following)**, and I am responsible for making any necessary arrangement to ensure that my timesheet is signed by my supervisor and myself. **If my timesheet is late, I will make every effort to submit my timesheet as soon as possible past the due date.**

Student's Signature _____ Date _____

Eligibility

1. Have you been employed by the UO before? Yes No

- If yes, date of last paycheck _____, paid by department: _____

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

2. Are you an undergraduate or graduate student? Undergrad Graduate

- If you are a graduate student, are you a GTF? Yes No

- Expected date of graduation _____

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

4. How many credit hours are you taking this term? _____ List term _____

5. Are you registering for next term? Yes No