



# Student Employment Form

**Purpose:** New Hire    Rehire    Add Job    Change    Terminate

**Type:** Regular    Federal Work-Study    UO Work-Study  
**Enrollment:** UO Grad    UO Undergrad    Other institution (name) \_\_\_\_\_

**Credit Hours:** Previous Term \_\_\_\_\_ Current Term \_\_\_\_\_    **Are you working in another dept?**    No    Yes

**Name:** (Exactly as it appears on your SSN card. Attach copy of SSN Card to this form)    **UO ID** \_\_\_\_\_

Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Preferred First \_\_\_\_\_

**Date of Birth** \_\_\_\_\_    **Minor** (under 18 yrs of age):    **Gender:** Male    Female

**Citizenship:** US Citizen    US Resident    Non-resident Alien (attach CO-NRA)    **Country:** \_\_\_\_\_

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

If you are a person with a disability or a Special Disabled Veteran, contact the Affirmative Action Office.

### Mailing Address:

**Street** \_\_\_\_\_

**City** \_\_\_\_\_    **State** \_\_\_\_\_    **Zip** \_\_\_\_\_    **Nation** \_\_\_\_\_

**Email Address** \_\_\_\_\_    **Home Phone** \_\_\_\_\_

### Check Delivery:

Pick up check at Payroll    Start New Direct Deposit (attach form)    Continue Direct Deposit on file

Pick up check at \_\_\_\_\_ Department (if applicable)

**Student Signature** \_\_\_\_\_    **Date** \_\_\_\_\_

### \*\*\*Department Use Below\*\*\*

**Home Department Org** \_\_\_\_\_    **Home Dept Name** \_\_\_\_\_

**Job Effective Date** \_\_\_\_\_    **Job End Date** \_\_\_\_\_    **Hourly Rate \$** \_\_\_\_\_

**Position** \_\_\_\_\_    **Suffix** \_\_\_\_\_    **Time Entry Org** \_\_\_\_\_    **Time Entry Dept Name** \_\_\_\_\_

**SJS#** \_\_\_\_\_    **Job Location:** Eugene    Other City \_\_\_\_\_

Index	Fund	Org	Account	Pgm	Activity	%

**Remarks:**  
\_\_\_\_\_  
\_\_\_\_\_

**Authorization:**    **Print**    **Sign**    **Phone**    **Date**

**Payroll Administrator** \_\_\_\_\_

**Dept Head, P.I. or Supervisor** \_\_\_\_\_