

## Student Employment Authorization

This checklist serves as a guide to complete all necessary steps for student employment. The checklist must be completed, authorized by an employee in the Human Resources Office, and then delivered to the department supervisor on or before the employee's first day of work. The supervisor is to retain a copy for the student personnel file.

- Student Employment Information Form**
  - Section 1: Completed by Student
  - Section 2: Signature from Supervisor
- Student Employee Agreement Form**
- Bring completed forms to the Human Resources Office**
  - Direct Deposit Form (optional—bring voided check)
  - W-4
  - I-9 Form (Identification Required)
- Deliver Authorization to Supervisor**

Student Name:	V#:

### HR Office Use Only

HR Authorization to Work
Signed:

## Student Employee Information

### Section 1: Student Employee

Last Name	First Name	M.I.	WOU ID#

Citizenship: (check one)	Street Address/P.O. Box			
<input type="checkbox"/> C: Citizen				
<input type="checkbox"/> N: Non-Resident Alien	City	State	Zip	County
<input type="checkbox"/> R: Resident Alien				
<input type="checkbox"/> S: Substantial Presence	Cell Phone	WOU E-mail Address		
		@wou.edu		

Please indicate which department you will be working for.

- Wolf Ride     
  Dining     
  Facilities Services/Public Safety/RA     
  Campus Recreation  
 Athletics     
  Other: \_\_\_\_\_

Location job duties will be performed:  Monmouth, Oregon     Other: \_\_\_\_\_

If working remotely, have you and your supervisor completed a [Telecommunication Agreement](#)? \_\_\_\_\_  
 (Please reference the [Telecommuting Guideline](#) for more information.)

If you are working in more than one department this term, please list the department(s) below and then **circle** which job you will be working the most hours in:

**Other Student Employee Job(s):** \_\_\_\_\_

School & Employment Status

I am attending WOU and am enrolled in \_\_\_\_\_ credit hours for \_\_\_\_\_ term.  
 I am NOT attending WOU and am enrolled in \_\_\_\_\_ credit hours at \_\_\_\_\_.

Have you been employed at WOU within the last year? (Update only)      Yes      No  
 Have you been employed at WOU over a year ago? (Reactivate)      Yes      No

*I certify, under penalty of perjury, that the information provided is correct.*

Student Employee Signature	Date

### Section 2: Supervisor (retain copy for student personnel file)

**Student Employee Start Date:** \_\_\_\_\_      **Organization #:** \_\_\_\_\_

Supervisor Name	Supervisor Signature	Date

# Student Employment Agreement

## Regulations and Eligibility

Students who accept a student employment position are bound by the policies and provisions contained within the Student Employment Policy (as may be changed from time to time by the University at its sole discretion) and are accountable for their actions and behaviors as articulated in the Western Oregon University Code of Student Responsibility.

In order to be eligible for student employment, student employees must be enrolled in at least six (6) credit hours during any term of the academic year that coincides with the period of employment. International students, on non-immigrant visas, must maintain full time student enrollment status at all times, unless approval is granted from the Director of International Education and Services to be less than full time. Full time for undergraduates is twelve (12) credits per term and for graduate students is nine (9) credits per term.

## Work Guidelines

Student employees are allowed a paid fifteen (15) minute rest break for each four of working time. Student employees must be allowed to take an unpaid thirty (30) minute meal period during any shift of work that is scheduled for 6 or more hours.

Student employees are eligible to work up to twenty (20) hours per week during academic terms. All students may work up to forty (40) hours per week during academic breaks and over the summer. Student employees must receive approval from their supervisor prior to working any overtime hours. A student employee may have multiple positions on campus as long as the total hours worked per week from all positions is less than or equal to twenty (20) hours during the academic terms and less than or equal to forty (40) hours per week during the summer and academic breaks. A student can work for one term per calendar year without meeting enrollment requirements.

A WOU student who has completed their coursework may continue to work as a student employee until the first day of classes for the following academic term. Student employment eligibility ends on the day a student separates from the University for any reason other than completing their coursework toward their degree(s).

## Timesheets

Student employees are required to report all hours worked on a daily or weekly basis, on their timesheet. The employee's supervisor must review and approve all hours recorded. Each student employee must record their own hours. Both the employee and the supervisor must sign the completed timesheet.

## Student Employee Pay

Students are paid on a monthly basis with the pay periods falling from the 11th of the month prior to payday to the 10th of the current month (i.e. payday on May 31st includes hours worked from April 11th to May 10th). Hours and pay earned during this period will be reflected on the paycheck.

Student employees are encouraged to utilize direct deposit to receive their pay. If a student does not utilize direct deposit, a paper paycheck will be available for pickup on payday unless otherwise communicated to the student employee by Human Resources. Earnings statements are available to be viewed online through Wolf Web. **Payday is always the last business day of the month.**

## Tax Withholdings

Student employment wages are subject to applicable federal and state income taxes. Student wages are exempt from Social Security and Medicare tax (FICA) during academic terms. During academic breaks lasting longer than five weeks (summer break), student employees must pay the employee portion of the FICA taxes. Any student employee registered less than full time at the University may be subject to Social Security and Medicare tax withholdings. Certain tax exemptions may apply to international students.

I have read, understood, and agree to comply with the provisions of this document and my signature below signifies such.

Student Employee Signature	Date