

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)	Mailing Address/PO 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 all department(s) you will be working for: **Then circle the one you work the most hours at.**

- | | | |
|--|-------------------------------------|---|
| <input type="checkbox"/> Campus Recreation | <input type="checkbox"/> Athletics | <input type="checkbox"/> Wolf Ride |
| <input type="checkbox"/> Campus Dining | <input type="checkbox"/> Housing/RA | <input type="checkbox"/> Facilities/Public Safety |
| <input type="checkbox"/> Day Care | <input type="checkbox"/> Library | <input type="checkbox"/> ASWOU |

Other Student Jobs: _____

START DATE	
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This is required. If you do not know your start date, please reach out to your supervisor before submitting this form.

Supervisor Information

Supervisor Name: _____ Index to Charge: _____

Remote Work

If working remotely, have you and your supervisor completed a [Remote Work Agreement](#)? ____ (Please refer to [Remote Work Policy](#))

School 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 _____.
IF YOU ARE NOT ATTENDING WOU, YOU MUST SUBMIT PROOF OF ENROLLMENT

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

Student Employee 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/V Number	Date
/V00	