



Student Employment Form

Section 1. To be completed by student

Student Name *(As listed on Social Security Card)*

Last _____

First _____

Middle _____

Preferred First Name _____

UO ID # _____ **Gender:** Male Female

Date of Birth _____ **Minor** (under 18)

Enrolled Elsewhere: _____ (Attach Schedule)
(School Name)

Citizenship

U.S. Citizen

U.S. Resident Alien

Foreign National (Non-Resident Alien)

Country of Residence: _____

Race/Ethnicity *(completion of this section is optional)*

1. Are you Hispanic or Latino? Yes No

2. Select one or more of the following races:

Asian

American Indian or Native Alaskan

Black or African American

Native Hawaiian or other Pacific Islander

White

3. **Racial or ethnic subgroup:** _____

Mailing Address

Street _____

City _____ State _____

Zip _____ Nation _____

Home Phone _____

Check Delivery

Pick up check at Payroll Direct Deposit *(complete paper form or enroll via DuckWeb)*, with Paperless Earnings Statement Option

If you are a person with a disability and would like to request an accommodation, please contact the Office of Affirmative Action and Equal Opportunity.

Student Signature _____ **Date:** _____

Section 2. To be completed by department *(After completion of Section 1 and 2, send to Payroll Office)*

Hire/Rehire	Update	Termination	Home Department Org	_____
Start Date _____	End Date _____		Time Entry Department Name	_____
Position _____	Suffix _____		Time Entry Department Org	_____
Hourly Rate \$ _____			Job Location: Eugene	Other City: _____

Labor Distribution

Index	Fund	Org	Account	Pgm	Activity	%

Remarks:

Authorization

Payroll Administrator's Name (Printed) _____	Phone _____	Dept Head, P.I. or Supervisor's Name (Printed) _____
Payroll Administrator's Signature _____	Date Signed _____	Dept Head, P.I. or Supervisor's Signature _____
Email _____		Date Signed _____