

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 # _____ **Legal Sex:** 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)

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

Mailing Address

Street _____

Apt/Unit _____ City _____

State _____ Zip _____

Recovery Email _____
(For non-UO students to recover or claim a DuckID)

Phone _____

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

Direct Deposit - You can sign up for Direct Deposit via DuckWeb; make sure to check the Payroll Deposit box. If you do not have Direct Deposit for Payroll, your check will be available at the Payroll Office for pick up.

If you are a person with a disability and would like to request accommodations, please contact the Office of Investigations and Civil Rights Compliance.

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 _____

Position _____ Suffix _____

Hourly Rate \$ _____ Effective Date _____

NCCI _____

Home Department Org _____

Time Entry Department Name _____

Time Entry Department Org _____

Job Location: Eugene Other City: _____

Labor Distribution

Index	Fund	Org	Account	Pgm	Activity	%

Remarks:

Authorization

Payroll Administrator's Name (Printed) _____ Phone _____

Payroll Administrator's Signature _____ Date Signed _____

Email _____

Dept Head, P.I. or Supervisor's Name (Printed) _____

Dept Head, P.I. or Supervisor's Signature _____

Date Signed _____

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Supplemental Questions – Optional

UO ID _____

Name _____
Last First Middle

Gender Identity/Sexual Orientation

Although the categories listed below may not represent your full identity or use the language you prefer, for purposes of these hiring documents, please indicate which choices below most accurately describes your gender/gender identity and sexual orientation. For information on why we are requesting this information, please see:

<https://hr.uoregon.edu/hr-operations/records-data-management/legal-sex-gender-and-sexual-orientation-data-collection>.

Gender Identity

- Agender
- Genderqueer
- Man
- Non-binary, including gender fluid, gender nonconforming, etc...
- Woman
- Trans, man
- Trans, woman
- Transgender
- Questioning or unsure
- Identity or identities not listed (_____) please specify
- Prefer not to answer

Sexual Orientation

- Asexual
- Bisexual
- Gay
- Heterosexual/Straight
- Lesbian
- Pansexual
- Queer
- Questioning/Unsure
- Same-Gender Loving
- Identity not listed (_____) please specify
- Prefer not to answer