

# 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 \$ \_\_\_\_\_

Title \_\_\_\_\_ Effective Date \_\_\_\_\_

NCCI \_\_\_\_\_

Supervisor Name \_\_\_\_\_

Supervisor ID \_\_\_\_\_

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 \_\_\_\_\_

# Student Employment Form

## 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