



Off Campus Work-Study Employment Form

Purpose: New Hire Rehire Add Job Change Terminate

Overview

Are you working in another Dept on campus? No Yes (where?) _____

Program: UO Grad UO Undergrad Enrolled elsewhere (where?) _____

Credit Hours: Previous Term _____ Current Term _____ **Minor (<18), Proof of Age:** Birth C Driv L Passport

Identification UO ID _____

Name: (Print name exactly as it appears on your social security card.)

Last First Middle Preferred First

Biographic

Date of Birth _____ **Gender:** Male Female

Citizenship: US Citizen Resident Alien Non-resident Alien (attach CO-NRA) **Country:** _____

Race/Ethnicity: (completion of this section is optional) Are you Hispanic or Latino? Yes No

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

If you are a person with a disability or a Special Disabled Veteran, contact the Affirmative Action Office

Mailing Address Effective Date (if changing) _____

Street _____

City _____ State _____ Zip _____ County _____ Nation _____

Email Address _____ Home Phone _____

Check Delivery

Pick up check at Payroll Start New Direct Deposit with Payroll (complete paper form or enroll via Duckweb)
Paperless Earnings Statement Option (available for Direct Deposit only)

Student Signature _____ **Date** _____

To be completed by Off-Campus Employer

Name of Organization _____ **Contract Number** _____

Hourly Rate \$ _____ **Effective Date** (of rate change) _____

Job Begin Date _____ **Job Location** Eugene Other City _____

Job End Date _____ **Email Address** _____

Employer Name (printed) _____ **Date** _____

Employer Signature _____ **Phone** _____

To be completed by University of Oregon Payroll Office

Job Information

Position _____ **Suffix** _____ **Time Entry Org** _____

Labor Distribution (Monthly pay is distributed to each index using these percentages)

| | Index | Fund | Org | Account | Pgm | Activity | Monthly \$ | % |
|---|-------|------|-----|---------|-----|----------|------------|---|
| 1 | | | | | | | | |
| 2 | | | | | | | | |

Remarks