UNIVERSITY OF OREGON | Business Affairs

Clear Form

Instructions

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)

1								