

## Central Business Services Office

### CHC Student Employment Sign-Off Form

*A position description is required for each new hire.*

New Hire                       Change (Reason) \_\_\_\_\_

**Supervisor's Section**

Student Name \_\_\_\_\_ UO ID# \_\_\_\_\_

Account Index / Activity Code	Timesheet Org	Home Org	Type of pay
			<input type="checkbox"/> Work-Study
			<input type="checkbox"/> Tech-Work
			<input type="checkbox"/> No Aid

Job Title \_\_\_\_\_ Pay Rate \_\_\_\_\_ Job Begin Date \_\_\_\_\_

Supervisor's Printed Name \_\_\_\_\_ Supervisor's UO ID# \_\_\_\_\_ Supervisor's UO E-mail \_\_\_\_\_

Supervisor's Signature	Date	Supervisor's Position # <i>(if known)</i>
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**Department Budget/Grant Authority Section**

Employment of this student as described above has been approved.

Department Budget/Grant Authority Signature \_\_\_\_\_ Date \_\_\_\_\_

**Student Section**

U.S. citizen?  Yes     No                      \*If no:  Resident Alien     Non-Resident Alien

Which country? \_\_\_\_\_

UO E-mail \_\_\_\_\_@uoregon.edu

**\*Please read this agreement before signing**

I accept the responsibility for monitoring my hours and will not exceed the agreed-upon wage and hour limit above unless prior department approval is granted. I understand that the payroll period is from the 16th of the month through the 15th of the following month. **The payroll deadline each month is 5:00 p.m. on the 15th (or if payroll is closed, the next workday following)**, and I am responsible for making any necessary arrangement to ensure that my timesheet is signed by my supervisor and myself. **If my timesheet is late, I will make every effort to submit my timesheet as soon as possible past the due date.**

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_