

## Central Business Services Office

### DSGN 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>

**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 11th of the month through the 10th of the following month. **The payroll deadline each month is 5:00 p.m. on the 10th (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