W
UNIVERSITY *of* WASHINGTON | BOTHELL

STUDENT EMPLOYMENT FORM

SECTION 1 - COMPLETED BY STUDENT EMPLOYEE

Undergrad ☐	**Quarter:**	Autumn ☐	Winter ☐	Spring ☐	Summer ☐
Graduate ☐	**Number of Credits Enrolled:**				

Are you currently employed elsewhere at UW? Yes ☐ No ☐ If yes, where? [_____]

Have you been awarded Work Study? Yes ☐ No ☐ If yes, submit Award Verification Form

Do you have a Social Security Number? Yes ☐ No ☐ Do not write Social Security Number here

If no SSN, you may not work until you have one; contact the Center for International Education at

Husky Hall Room 1212; 425-352-3876 or www.uwb.edu/cie

Citizenship: U.S. ☐   Permanent Resident ☐   If Foreign National, I-20/EAC expiry date: [_____]

Last Name:	**First Name:**	**Middle Name:**
Student Number:	**UW NetID:**	**Phone Number:**

By checking this box and printing my name, I certify the information above is accurate. As a UW student hourly employee, I understand that I am limited to working no more than 19.5 hours/week (or no more than 19 hours for Work Study) when classes are in session. [_____]

Date: [_____]

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SECTION 2 - COMPLETED BY SUPERVISOR OR HIRING OFFICIAL

*If your employee will be paid an **hourly rate**, please complete the following:*

Appointing Dept:	Cost Center (Budget):	Sup Org & Time and Absence Approver: *(See*
Start Date:	End Date:	Campus Box:
Hourly Rate:	Job Class Code:	Business Title:

*If your student will be paid a **one-time payment** (fixed fee), please complete the following:*

Student One-Time Payment Description of Work:	Service Period:
	Amount:

I understand that I must monitor my student hourly employee to ensure they do not work more than 19.5 hours/week (or no more than 19 hours for Work Study) when classes are in session.

Supervisor Name (please print):

By checking this box and printing my name, I certify the information above is accurate. ☐ | **Date:**

SECTION 3 - COMPLETED BY UWB WORKDAY SUPPORT TEAM (WST)

Date Received:		WST Initials and Date:	
Employee ID:		Position Number:	

Checklist: ☐ Welcome e-mail was sent to Student, Supervisor and I-9 Coordinator