



# UNDERGRADUATE STUDENT EMPLOYMENT

Not for graduate students. For graduate students, use JSIS-85.  
Not for Work Study students. To hire a Work Study student, see  
<https://www.washington.edu/workstudy/on-campus-employer-guide/>

The Henry M. Jackson School of International Studies  
University of Washington, Box 353650

**THIS FORM MUST BE COMPLETED BEFORE YOU HIRE AN UNDERGRADUATE STUDENT**

**IMPORTANT:** To be employed hourly as a student, the undergraduate student must meet the following minimum enrollment requirements (not including correspondence credits) - 6 credits

Hourly student employees are limited to working **19.5** hours per week when classes are in session. Student employees may work more than 19.5 hours per week during school breaks. See <https://hr.uw.edu/comp/student-employees/> for more information.

DATE \_\_\_\_\_

PERSON SUBMITTING FORM/PROGRAM \_\_\_\_\_  
*(PLEASE PRINT CLEARLY or TYPE)*

SUBMITTER'S E-MAIL \_\_\_\_\_ SUBMITTER'S PHONE # \_\_\_\_\_

STUDENT'S NAME \_\_\_\_\_  
*(last name) (first name) (middle initial)*

STUDENT'S E-MAIL \_\_\_\_\_

STUDENT ID # \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_

ENROLLED THIS QUARTER?    YES    NO

THIS STUDENT IS A    US CITIZEN    RESIDENT ALIEN    NON-RESIDENT ALIEN

SUPERVISOR \_\_\_\_\_  
*(name of person who will approve time sheets, etc.)*

BEGIN DATE \_\_\_\_\_ END DATE \_\_\_\_\_

BUDGET NUMBER \_\_\_\_ - \_\_\_\_\_ PCA\* \_\_\_\_\_

DEFAULT BUDGET NUMBER \_\_\_\_\_ - \_\_\_\_\_  
*(if paid from grant)*

BUDGET AUTHORIZATION SIGNATURE \_\_\_\_\_  
*(person with signature authority on this budget) (Print Name)*

**UNDERGRADUATE STUDENT**

JOB TITLE \_\_\_\_\_

HOURLY PAY RATE \_\_\_\_\_

JOB DESCRIPTION (attach additional sheet if necessary)

Submit form to: Payroll, Thomson Hall 4th floor Mailroom  
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