



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/hiring-a-work-study-student/>

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 _____
(Last, First)

SUBMITTER'S E-MAIL _____ SUBMITTER'S PHONE # _____

STUDENT'S NAME _____ STUDENT'S E-MAIL _____
(last, first, middle initial)

STUDENT ID # _____

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* _____

BUDGET AUTHORIZATION SIGNATURE _____
(person with signature authority on this budget)

UNDERGRADUATE STUDENT

JOB TITLE _____

HOURLY PAY RATE _____

JOB DESCRIPTION (attach additional sheet if necessary)

Submit form (only by e-mail) to the JSIS Business Office Payroll Coordinator