



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

For all hires submitted from the 1st to the 15th the start date will be the 1st of the following month. Submission is from the 16th to the end of the month the actual hire date will be the 16th of the following month.

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 _____

COST CENTER _____ WORK TAG _____

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