



## Returning Student Employee Checklist

Welcome to WOU! All returning student employees must complete the following attached forms with Human Resources before returning to work at Western Oregon University. Should you have any questions, please do not hesitate to contact Human Resources at 503.838.8490 or [hr@wou.edu](mailto:hr@wou.edu).

### Required Forms

1. Student Information Sheet
2. Student Employee Agreement Form
3. Bring completed forms to the Human Resources Office (Lieuallen Administration Room 307)

### HR Review

1. Student Employment Authorization Received (Copy to Supervisor)
2. Background Check Clearance
3. Student Employment Verification
4. Send Approval to Supervisor





## Student Information Sheet

### Section 1: Student Employee Information

LAST NAME		FIRST NAME		M.I.	V#
PREFERRED NAME	CELL PHONE	WOU E-MAIL ADDRESS @wou.edu			
MAILING ADDRESS/ PO BOX					
CITY	STATE	ZIP	COUNTY		

### Section 2: Emergency Contact Information

NAME	RELATIONSHIP	PHONE
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### Section 3: Employment Information

START DATE	DEPARTMENT	POSITION	SUPERVISOR'S NAME
HAVE YOU EVER BEEN ON WOU PAYROLL? <input type="checkbox"/> YES <input type="checkbox"/> NO			

### Section 4: Other Employment

Please indicate all department(s) you will be working for: **Then check the one you work the most hours at.**

DEPARTMENT	HOURS WORKED	<input type="checkbox"/> CHECK IF PRIMARY POSITION
DEPARTMENT	HOURS WORKED	<input type="checkbox"/> CHECK IF PRIMARY POSITION
DEPARTMENT	HOURS WORKED	<input type="checkbox"/> CHECK IF PRIMARY POSITION

### Section 5: School Status

Enrolled in minimum of 6 credits? <input type="checkbox"/> Yes <input type="checkbox"/> No	For term _____
Enrolled in 6 credits or more at (school name) _____	
Not meeting the 6-credit requirement will require the completion of an <b>Intent to Register Form</b> .	

***I certify, under penalty of perjury, that the information provided is correct.***

STUDENT EMPLOYEE SIGNATURE	DATE (MM/DD/YYYY)
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# Student Employment Agreement

## Regulations and Eligibility

Students who accept a student employment position are bound by the policies and provisions contained within the Student Employment Policy (as may be changed from time to time by the University at its sole discretion) and are accountable for their actions and behaviors as articulated in the Western Oregon University Code of Student Responsibility.

In order to be eligible for student employment, student employees must be enrolled in at least six (6) credit hours during any term of the academic year that coincides with the period of employment. International students, on non-immigrant visas, must maintain full time student enrollment status at all times, unless approval is granted from the Director of International Education and Services to be less than full time. Full time for undergraduates is twelve (12) credits per term and for graduate students is nine (9) credits per term.

## Work Guidelines

Student employees are allowed a paid fifteen (15) minute rest break for each four hours of working time. Student employees must be allowed to take an unpaid thirty (30) minute meal period during any shift of work that is scheduled for 6 or more hours.

Student employees are eligible to work up to twenty (20) hours per week during academic terms. All students may work up to forty (40) hours per week during academic breaks and over the summer. Student employees must receive approval from their supervisor prior to working any overtime hours. A student employee may have multiple positions on campus as long as the total hours worked per week from all positions is less than or equal to twenty (20) hours during the academic terms and less than or equal to forty (40) hours per week during the summer and academic breaks. A student can work for one term per calendar year without meeting enrollment requirements.

A WOU student who has completed their coursework may continue to work as a student employee until the first day of classes for the following academic term. Student employment eligibility ends on the day a student separates from the University for any reason other than completing their coursework toward their degree(s).

## Timesheets

Student employees are required to report all hours worked daily in Web Time Entry. The employee's supervisor must review and approve all hours recorded. Each student employee must record their own hours. To learn more about submitting time please visit the Web Time Entry page. <https://wou.edu/hr/payroll/web-time-entry/>

## Student Employee Pay

Students are paid monthly. Your reporting is from the 16th to 15th of the month. Web Time Entry is a clock-in/clock-out system that feeds directly to payroll. This system will be used campus wide for clocking-in/out. Hours and pay earned during this period will be reflected on the paycheck.

Student employees are encouraged to utilize direct deposit to receive their pay. If a student does not utilize direct deposit, a paper paycheck will be available for pickup on payday unless otherwise communicated to the student employee by Human Resources. Earnings statements are available to be viewed online through Wolf Web. Payday is always the last business day of the month.

## Tax Withholdings

Student employment wages are subject to applicable federal and state income taxes. Student wages are exempt from Social Security and Medicare tax (FICA) during academic terms. During academic breaks lasting longer than five weeks (summer break), student employees must pay the employee portion of the FICA taxes. Any student employee registered less than full time at the University may be subject to Social Security and Medicare tax withholdings. Certain tax exemptions may apply to international students.

***I have read, understood, and agree to comply with the provisions of this document and my signature below signifies such.***

STUDENT EMPLOYEE SIGNATURE	V NUMBER (V00000000)	DATE (MM/DD/YYYY)
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