

UABC Student Employment Form

Complete parts 1 & 2 and return form to Maureen Collson or Cathy McBride

1. Student Fills Out

Name: _____ University ID: _____

Email address: _____@onid.orst.edu Phone#: _____

Student Level: Undergraduate Graduate Post-Baccalaureate

Current Enrollment Hours: _____

Citizenship: US Citizen

Current Term: _____

Resident alien

Non-Resident alien

School Attending: OSU Dual-enrolled Other: _____

Currently work at OSU?

Yes – Department: _____

No – Never worked here before Not currently – Prior Department: _____

Eligible for Work Study?: Yes No

Where is your money going? A new check delivery form must be filled out to change the destination of your check or earning statement. This form is filled out by the employee and can be obtained from UABC HR personnel, payroll, or online services. If done online or in payroll UABC HR personnel will not be able to assist.

2. Supervisor Fills Out

Supervisor Name: _____ Phone: _____

Dept. or Program Name / Org Code: _____ Job location: _____

Anticipated Start Date: _____ Wage: _____ per hour

Index: _____ Activity Code: _____ Labor %: _____

Index: _____ Activity Code: _____ Labor %: _____

Supervisor Signature: _____ Date: _____ (required)

OSG Fiscal Officer Approval Signature: _____ Date: _____ (required)

Note: Students should **NEVER** start work before being notified by UABC HR that they are hired. We will only accept this form to begin the hiring process. The student may only begin working after UABC returns a copy of this form, **SIGNED** by all the *appropriate* people. **ONLY** at this time is a student clear and in compliance to work.

3. UABC Fills Out

Received By: _____ Date: _____ Time: _____

US Citizen Photo ID: _____ Social Security: _____

Resident Alien Passport: _____ Student Visa: _____
(passport page – not visa in passport) (I20, F1, etc)

Non-Resident Alien I-94: _____ Green Card: _____

Other: _____ Description: _____

US Citizen Personal Demographic Form W-4 Reviewed By _____

Check Delivery Form I-9 _____ Date Completed: _____

Voided Check Other _____

Resident Alien & Nonresident Alien – UABC personnel review only

UABC Signature: _____ (only valid if signed) Date: _____