



To: Supervisors of Student Employees

Re: Employment of part-time students

Undergraduate students enrolled for less than 12 credit hours and graduate students enrolled for less than 9 credit hours may not be employed without written approval from the Payroll Manager. **Part-time undergraduate students (less than 6 credits) and graduate students (less than 5 credits) are not subject to FICA exemption, therefore will have to pay FICA taxes. Please be sure to inform them.** In addition, Eastern Oregon University may be liable for unemployment benefits. Complete the permission request below and return it to the Payroll Office, Inlow 205.

Be sure to justify why you wish to hire a part-time student rather than a full-time student and indicate which terms the student will work.

I am requesting to hire the following part-time student(s):

	Fall	Winter	Spring
_____ Enrolled in ___ credit hours	___	___	___
_____ Enrolled in ___ credit hours	___	___	___
_____ Enrolled in ___ credit hours	___	___	___

Reason for hire: _____

Please note: If granted, this permission extends only to the current academic year (July 1 through June 30). If the student works the following year, you will need to re-submit this form.

Supervisor

Date

APPROVED _____
Payroll Manager