Office of Human Resources

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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**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.

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Supervisor Date

APPROVED\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Payroll Manager