



To: UH Hilo Student Employee Supervisors
Re: Multi-Employment Form

Students holding two or more UH Hilo student employment positions must not exceed a total of twenty (20) hours per week for all jobs combined during the regular semesters.

Once the form has been signed by all supervisors, the last supervisor to sign will submit the original to the UH Hilo Student Employment office.

Overtime for students who exceed eight hours in a day between jobs will be assessed to the second or third employer to whom the student submits a timesheet for a given pay period.

Violation of the terms of this form may result in termination of employment.

Student Name (Print) Signature Date UH ID#

TOTAL COMBINED HOURS DURING THE SEMESTER MUST NOT EXCEED 20 HOURS/WEEK

Fall/Spring Semester: ___ hrs/wk Breaks (Winter/Summer): ___ hrs/wk
Student's Position Title & Job#: _____
Department & Campus: _____
Detailed Work Schedule (days and hours): _____
Source of Funds: [] Federal [] State (check one): [] G-Fund or [] Other (specify): _____

Supervisor/Employer Name (Print) Signature Date

Fall/Spring Semester: ___ hrs/wk Breaks (Winter/Summer): ___ hrs/wk
Student's Position Title & Job#: _____
Department & Campus: _____
Detailed Work Schedule (days and hours): _____
Source of Funds: [] Federal [] State (check one): [] G-Fund or [] Other (specify): _____

Supervisor/Employer Name (Print) Signature Date

Office Use Only Date memo was received: