

Students holding two or more UH student employment positions must not exceed a total of **twenty (20)** hours per week for all jobs combined during the regular semesters or **twenty nine (29)** during summer break. Enter the number of hours the student will be working at each job for all sessions including related information for each position.

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. If the student has *more than two positions, attach a second memo.*

Keep in mind that the hiring will not be finalized until the signed document is received by the 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 time sheet for a given pay period.

You may contact the UH Hilo Student Employment office if you have questions.

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

Students 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

<b>Office Use Only</b>	<b>Date memo was received:</b>
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