

STUDENT NAME (Last Name, First Name)	STUDENT ID (790#):
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University of Montana- Missoula
HIRING CARD FOR STUDENT-STATUS EMPLOYMENT (NON WORK-STUDY)

REQUIREMENT: Student employee must be enrolled for a minimum of 6 (SIX) credit hours.
EXPIRATION: This job will remain in the department's GTO until an EPAF is done to terminate the job.
DEADLINE: This card may be used as a guide to complete your EPAF in Cyberbear. The EPAF must be completed prior to the 1st or the 19th of the month for the student job to be in GTO for data entry.

<p style="text-align: center;">STUDENT: COMPLETE THIS SECTION</p> <p><u>To be a UM Student Employee, I agree:</u></p> <ul style="list-style-type: none"> ✓ To maintain at least SIX CREDIT HOURS during the academic year. (Summer does not require minimum credits). ✓ To notify my employer immediately if I fail to register, or I withdraw, or take only 1 to 5 credit hours. I further understand my employment is not guaranteed if I do not maintain at least six credit hours. ✓ To work consistently less than 29 hours per week from all campus jobs combined. ✓ To provide regular, punctual, efficient work. <p>I further understand it is unlawful to manufacture, distribute, sell or possess a controlled substance in the workplace, and I am subject to disciplinary action just as any other UM employee. (Awareness training about the effects of use and abuse of drugs is available for students through the Curry Health Center Counseling office).</p> <p>_____</p> <p>Student Employee Signature Date</p>	<p style="text-align: center;">EMPLOYER: COMPLETE THIS SECTION</p> <p><u>I / WE agree:</u></p> <ul style="list-style-type: none"> ✓ To employ the above-named student as a student employee. ✓ To be responsible for 100 percent of the student employee's wages. (Employers are charged after each payroll). ✓ To monitor hours carefully to prevent the weekly total from consistently exceeding 29 hours. We understand all hours exceeding 40 in one week will be charged as overtime at 1 ½ times the regular wage. ✓ To provide proper professional supervision, ensuring work will comply with institutional rules. ✓ To provide student employee clear, written directions of job duties and expectations. ✓ To have read the Student Employment Manual on the Career Services Website. <p>_____</p> <p>Authorized Department Signature Date</p>
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JOB DESCRIPTION – EMPLOYER MUST COMPLETE

IMPORTANT! Complete all items on this page. Incomplete information may delay payroll processing.
(Personal Information form and all required hiring forms must be included).

DEPARTMENT:	TIME SHEET ROSTER #:
INDEX CODE:	HOURLY RATE OF PAY FOR THIS EMPLOYEE (Campus Employers must follow student pay schedule). \$
JOB CATETORY TITLE: _____	
<u>JOB DESCRIPTION (please be specific):</u>	

DEPARTMENT SUPERVISOR CONTACT INFO-- (Please Print)

Name	Phone #
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