

Prepared by the Student Employment Office.  
This replaces Administrative Procedure No. A9.880  
dated August 1988.

May 1991

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STUDENT EMPLOYMENT

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A9.880 POLICIES AND PROCEDURES ON STUDENT EMPLOYMENT

1. Purpose. To promulgate policies and procedures governing the employment of students by the University of Hawaii; to provide for a student classification and pay plan; and to establish the conditions of employment of students.
2. Applicability. The provisions of this directive apply to all campuses and affiliated agencies employing University of Hawai'i students. Campuses may establish additional procedures on student employment provided that they are in conformance with the provisions of this procedure.
3. Definitions.
  - a. Student Assistants. Students who are employed by the University of Hawai'i or affiliate agencies while pursuing a certificate, degree or professional diploma. This employment, regardless of funding source, is a form of financial assistance enabling the students to pursue their education. Student employment is intended to provide students with an opportunity to meet their educational objective, therefore, student assistants are not regular employees of the University and are not entitled to the same fringe benefits.
  - b. Campus Student Employment Office. That office of the campus which is responsible for the classification of student assistant positions, the finalizing of student assistant applications, and the placing of student assistants. Individual campuses may make provisions to delegate these functions to other campus offices as may be appropriate to meet special campus needs. This office is responsible for the enforcement of these policies and is authorized to initiate necessary payroll documents when violations persist (e.g. mandatory increments, termination upon graduation, incomplete I-9, etc.).
  - c. Earning Modules. That dollar portion, as determined by

Financial Aids Office, of the student's financial aid package expected to be achieved through employment.

NOTE: Financial aids policies and procedures govern all aspects of earning modules for college work-study students.

#### 4. Policies.

a. Equal Employment Opportunity. It is the policy of the University of Hawaii to prohibit discrimination in employment including but not necessarily limited to the following laws:

- Title VII of the Civil Rights Act of 1964 as amended (race, color, national origin, religion, sex, pregnancy)
- Executive Order 11246 as amended (race, color, national origin, religion, sex)
- Equal Pay Act of 1963 as amended by Title IX of the Educational Amendments of 1972 (sex)
- Age Discrimination in Employment Act of 1967 (ages 40-70)
- Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974 (veteran's status)
- Sections 503 and 504 of the Rehabilitation Act of 1973 (physical or mental handicap)
- Hawai'i Revised Statutes, Chapters 76, 78, 378 (race, sex, age, religion, color, ancestry, political affiliation, physical or mental handicap, martial status, arrest and court record)

b. Eligibility. Students who are meeting the academic standards on their campuses are eligible for employment under this program.

c. Employment Priority. Students with greatest demonstrated need for financial support as determined by the campus Financial Aids Office shall be given priority for placement. Full-time students shall be given preference over part-time students. Individual

campuses will determine other priorities taking into account student degree status, nonstandard semester or term, volume of course work, program and curriculum requirements, and availability of positions. Individual campuses may make exceptions to this provision as necessary to provide for unique situations as deemed justified by the campus student employment office.

d. Employment Status.

- (1) Appointment period shall be for a period of one year subject to renewal. A reasonable training period of no more than ninety (90) days may be established on the date of hire as a probationary period. The student may be terminated without notice during the probationary period. Otherwise, student assistants who are terminated prior to the end of their appointment period shall be notified in writing at least two weeks prior to the termination date unless terminated for due cause. If after the probationary period, the student feels that termination has been unfair, the grievance procedure (APM A9.881) may be used to seek remedy. Conversely, a student shall give at least two weeks' notice of intention to resign so that a replacement may be obtained in a timely manner.
- (2) A restriction has been established in the payroll system to restrict individuals from being established concurrently as both student assistants (F1/F3) and casual/overload appointments (F2/F4). This restriction provides administrators with more control in monitoring financial aid earning modules, 20 hour work week restriction for student assistants, and is consistent with federal policies that excludes student assistants from social security (FICA) and medicare contributions.

e. Work Conditions.

- (1) It is expected that student assistants will be allowed appropriate paid rest periods and meal breaks without pay. All student assistants shall be allowed rest period of ten (10) minutes during each (4) four hours of continuous work at the discretion of the supervisor. A meal break of not

less than thirty (30) minutes shall be given if students are expected to work in excess of four (4) hours.

- (2) No employer shall require a students to work when they are scheduled for examinations. The employer shall make every reasonable effort to rearrange the students' work schedules for the period of final examinations and for one full week prior to the final examination period.
  - (3) Student assistants may not work more than twenty (20) hours a week during regular semesters. Exceptions must be approved by the campus student employment office.
- f. Employment Records. Student employment records (time sheets and scan sheets) must be retained for a minimum of three (3) years if audited, otherwise, six (6) years from final termination for regular student assistants (F3 students). For financial aid recipients (F1 students), federal regulations specify that time sheets must be kept for a period of five (5) years following a completed audit. Student assistants shall, upon request, be permitted to examine records and files pertaining to their employment and be given a copy of such material if it is to be used in connection with a grievance or personnel hearing.
- g. Classification and Pay. All student assistant positions will be classified and paid in accordance with the guidelines contained in Attachment 1. The campus student employment office shall have final jurisdiction over the classification of individual positions. Student assistants will normally be paid on an hourly basis (See Attachment 2 for pay schedule); however, exceptions may be made by the student employment officer to provide for a salary base in lieu of an hourly rate. In such cases, the appropriate class/step designation will be converted to a salary by multiplying the appropriate rate by number of hours the student is expected to work. The salary basis cannot be used for "work-study" students.
5. Procedures.
- a. Students will be paid through the student payrolls--"F-1" for work study or "F-3" for regular.

The Student Employment Work Agreement will be used for the purpose of initiating payroll action. Instructions for the completion of the common work agreement form can be found in Attachment 3 of this document.

- b. Federal regulations also require that an Employment Eligibility Verification (Form I-9) be completed for every employee. A copy of the form can be found in Attachment 4 of this document. Instructions for completing the form are available at the campus student employment office.
- c. The UH Form 25, 05-91 Revision (Attachment 5) will be used to make changes to the payroll in accordance with existing payroll procedures. It will also be used to implement step increases described in paragraph 5c(7). Refer to APM A8.883 for instructions regarding the change form.
- d. Each campus/department employing student assistants is responsible for the timely submittal of required documents through the campus student employment office to the Payroll Office. Rush request processing is possible only under extenuating circumstances and as long as this procedure is not abused. See APM A8.881 for procedures on Rush Requests.
- e. Each campus will promulgate procedures for the registration, referral, hiring, and paying of student assistants subject to the following:
  - (1) All student assistants will be classified into one of the classes described in Attachment 1. Upon initial hire within the University, students will be placed at step 1 of the class. Credit shall be given for longevity for employment in similar positions held within the University system. If a supervisor wishes to give credit for non-University experience, the supervisor must verify such experience in writing to the campus Student Employment Office and provide documentation of such experience when requested.
  - (2) Employing units will submit a job description for classification by the Student Employment Office. Such job description shall include a narrative of duties and the qualifications required for the position (UH Form 26, Attachment 6, or equivalent)

which will then be classified by the campus student employment office. Employing units may suggest a classification but the final determination shall be the responsibility of the campus' student employment office.

- (3) Employing units shall notify the campus student employment office of all vacancies. The campus student employment office will attempt to fill the position with a student who has the capability to perform the job as described. If a qualified student is not available, the position may be reclassified to a lower level through consultation between the employing unit and the campus student employment office.
- (4) Any position may be upgraded if there is a requirement for the higher level student assistant. The incumbent may be promoted at this time if the position requirements are met.
- (5) When promoted to a higher class, the student assistant will be placed at step one. A UH Form 25 (Attachment 5), and a Student Assistant Classification form, UH Form 26 (PERS), May, 1991 Revision (Attachment 6) or equivalent will be used for these personnel actions.
- (6) Student assistants cannot be required to work at a higher class except for on-the-job training in preparation for promotions.
- (7) The following regulations apply to step increases (no change in job description, given within same class). A UH Form 25 is to be submitted by the employing unit to the campus student employment office for approval and processing.
  - (a) Individual campuses may establish procedures for merit increases as appropriate.
  - (b) If no merit increases are given, a student assistant then must be given a yearly step increment on the anniversary date of initial hire, last promotion, or last step increase, provided that the student has worked a minimum of 400 hours.

- (c) Students who have attained the top step of their assigned class do not qualify for further step increases.
- (d) Step increases must be attained in sequential order.

6. Overtime and Premium Pay.

- a. Student assistants are entitled to overtime pay under the same conditions stated in the provisions of the State's Unit 03 Agreement. Generally, overtime work occurs when the student performs services, at the direction of the supervisor, if the hours of work are:
  - (1) In excess of 8 hours per workday, or
  - (2) In excess of 8 hours, when the work time is continuous into the next day, or
  - (3) In excess of 40 straight-time hours per workweek, or
  - (4) On any day which is observed as a legal holiday, or
  - (5) When the major portion of a shift falls on a day observed as a legal holiday, work performed during the entire shift shall constitute overtime work.

Upon occurrence of overtime work, student assistants shall be entitled to receive overtime compensation calculated at the rate of 1 1/2 times their basic pay rate for each hour of overtime worked.

- b. Premium Pay. Premium pay is an increase in the hourly rate of pay for work during special hours, or unusual schedules. Student assistants are entitled to premium pay for night hours under the same conditions stated in the provisions of the State's Unit 03 Agreement. Currently, the Agreement provides that work scheduled between 6:00 p.m. and 6:00 a.m. is paid a night differential premium of \$ .40 per hour (\$ .45 per hour as of July 1, 1991).
- c. Agreement. Overtime and premium hours of work scheduled for the benefit of the employing unit must be compensated for at the overtime and/or premium rates as

applicable. However, any or all of the overtime and premium pay provisions, except that for work in excess of 40 hours per work week, may be waived, or modified, by mutual agreement when the work is scheduled solely for the convenience of the student. Although a formal signed agreement is not required, the following rules apply:

- (1) A memorandum of the agreement shall be kept, with notations of the effective date and the length of time the agreement is in effect, and
  - (2) The agreement may be cancelled or modified at any time by mutual agreement, upon written advance notice of 30 days, or such other terms as are provided in the agreement.
- d. Authorization. Prior approval, by persons authorized to expend funds, is required for overtime and premium work. Overtime pay is an allowable cost, only upon written authorization of the granting agency, under the rules of some federal grants and contracts.
- e. Compensatory Time Off. The compensatory time off provisions of the State law apply only to guaranteed wage employment and do not apply to students employed under the provisions of APM A9.880.
- f. Other Compensation. Any perquisites given to student assistants must be approved by the campus student employment office.



## Attachment 1

## Guidelines for Determining Pay Classification of Student Assistant

The following is a general guideline for determining pay classifications of student assistants. Students do not have to meet all of the requirements stated in order to be recommended for a specific class. Final determination shall be made by the campus student employment office.

## Student Assistant A1

The student is expected to perform routine tasks which require no specialized experience or knowledge at the first step. The job assigned can be mastered with minimal instruction or demonstration. As experience is gained, the student may be expected to accomplish more varied tasks. The student is normally under direct supervision and has no supervisory responsibility. Examples of duties are filing, posting, shelving books, typing rough drafts from notes or making entries on card files (not expected to type finished correspondence, etc.), washing laboratory glassware, and manual tasks involving light physical effort.

## Student Assistant A2

The student is expected to perform a variety of tasks which require some knowledge of rules, procedures and policies, or have completed introductory level course work. The student accomplishes the tasks in accordance with established procedures. In many instances, the student has progressed from a Student Assistant A1 having gained knowledge and skill within the operation. A student in this class may supervise Student Assistants A1s. Examples of duties are finished typing according to prescribed format, reviewing documents or papers for accuracy and completeness, simple programming under supervision, library research requiring student to summarize materials, and situations requiring similar judgmental processes. Also in this class are positions requiring manual skills and arduous physical work.

#### Student Assistant A3

The student is expected to perform a variety of tasks that have some responsibility, requiring a special skill or knowledge, or have taken intermediate level course work. The student normally performs these tasks with minimum supervision and may have some supervisory and training responsibility. Included in this class are routine programming, laboratory work involving research and testing, research work involving interpretation of materials, work processing, and other technical work involving initiative and independent action. A student may temporarily be assigned to this class when substituting for clerical civil service personnel who are on leave.

#### Student Assistant A4

The student normally will have completed advanced level course work or have an undergraduate degree and perform tasks that require a highly specialized skill or knowledge under minimal supervision. Tasks performed within this classification would normally be the type of tasks performed by BOR appointees or intermediate grade civil service positions, i.e., SR-13 or above. Included in this class are research requiring analysis of data, long term management of an office in the absence of a full-time supervisor, training and supervision of several individuals, computer related work requiring substantial knowledge of a programming language or technical software, other work requiring the student to use independent judgement in decision making.

#### Student Assistant A5

The student is required to perform highly specialized tasks requiring specialized skills and/or knowledge. Students will normally have completed an undergraduate degree and perform tasks independently. These are generally situations which may require special recruiting to obtain the talent needed. Included in this class are research requiring final reporting, training and supervision of a substantial staff, highly technical programming, and other work requiring the student to make decisions which would be binding on a unit or requiring initiative. Such cases are normally expected to involve work which is closely related to the student's academic program.

#### Student Assistant A6

This classification is reserved for graduate students performing duties normally assigned to a Graduate Assistant (Research Assistant or Teaching assistant) or an intermediate level Board

of Regent appointee and must be recommended by the hiring unit. Students are expected to have substantial responsibility for course, program, project or departmental decisions. Students in this category would usually have completed an undergraduate degree and be near completion of a Master's degree or possess skills that would demand this level compensation in the general market. They would be performing duties independently and may supervise others.

**UNIVERSITY OF HAWAII  
STUDENT ASSISTANT PAY SCALE**

| <u>Class/Step</u>           | <u>Current</u> | <u>7/1/92</u> | <u>1/1/93</u> |
|-----------------------------|----------------|---------------|---------------|
| <u>Student Assistant A1</u> |                |               |               |
| A11                         | 5.00           | 5.25          | 5.50          |
| 2                           | 5.15           | 5.40          | 5.65          |
| 3                           | 5.30           | 5.55          | 5.80          |
| <u>Student Assistant A2</u> |                |               |               |
| A21                         | 5.55           | 5.80          | 6.05          |
| 2                           | 5.70           | 6.00          | 6.25          |
| 3                           | 5.90           | 6.20          | 6.45          |
| <u>Student Assistant A3</u> |                |               |               |
| A31                         | 6.20           | 6.50          | 6.75          |
| 2                           | 6.45           | 6.75          | 7.00          |
| 3                           | 6.70           | 7.00          | 7.25          |
| <u>Student Assistant A4</u> |                |               |               |
| A41                         | 7.00           | 7.35          | 7.60          |
| 2                           | 7.30           | 7.65          | 7.90          |
| 3                           | 7.60           | 8.00          | 8.25          |
| <u>Student Assistant A5</u> |                |               |               |
| A51                         | 8.10           | 8.50          | 8.75          |
| 2                           | 8.45           | 8.90          | 9.15          |
| 3                           | 8.80           | 9.30          | 9.55          |
| <u>Student Assistant A6</u> |                |               |               |
| A61                         | 11.65          | 12.25         | 12.50         |
| 2                           | 12.20          | 12.80         | 13.05         |
| 3                           | 12.75          | 13.35         | 13.60         |

May 1992

## ATTACHMENT 3

**INSTRUCTIONS FOR COMPLETING THE  
STUDENT EMPLOYMENT WORK AGREEMENT**General Instructions:

The Student Employment Work Agreement (SEWA) is the document that is kept in every student employee's record and the basis for all personnel action on that student. It is, therefore, very important that it be completed with accuracy. All questions should be directed to the campus student employment officer.

In order to assure timely processing, please **TYPE** the work agreement.

Specific Instructions by Item:

This information is keypunched into computers and must follow a strict format. Use only initials in items EE, FF, and GG. For all items asking for dates, use double digits, month/day/year (06/05/59 for June 5, 1959), and use "/" not "-".

All items on SEWA forms have keypunch (character) limitations. Review the sample form and keep within the specified limitations. Figures in parenthesis indicate the maximum number of characters allowed in each block. Each space, comma, hyphen, decimal, etc. is to be included in the count.

**AA:** Social Security No. Do not use student numbers beginning with "999". If the student does not have a S.S. number, have the student apply to the Social Security Administration for a valid social security number prior to processing the work agreement. All social security number corrections/changes require a photo copy of the social security card even if it was a typographical error to begin with. **PLEASE BE ACCURATE.**

**BB:** Name - Last, First Middle. All documents should be processed under one name (use name as noted on social security card). Any name change will require a photo copy of the social security card with the new name stated and new federal and state tax forms.

Brown, Robert S.

NOT

Brown, Robert  
Brown, Bobby S.  
Brown, Bob., etc.

**CC:** Address. Do not use department or dorm address. Use home address or address where W-2 is to be mailed.

DD: Birthdate. Self explanatory

EE: Sex. "F" for female  
"M" for male

FF: Citizen. "Y" for citizen of U.S.A.  
"N" for non-citizen (specify country)

GG: Marital Status. "S" for single  
"M" for married

HH: Tax Exemptions. Number of exemptions indicated must be identical to withholding certificates (W-4--federal tax form and HW-4--state tax form). Use double digits ("00" or "01" NOT "0" or "1"). Negative exemptions must be reflected with angle brackets around the negative numbers (e.g. <-05>). Valid Data <-99> through 99.

For Federal "Exempt" status use "99". To claim exemption from federal taxes (cannot be done for HW-4) on W-4 form, item 6 must be marked. The word "exempt" and the year in which the exemption is to be effective must be written in the space provided. When "exempt" is claimed, line 4 must be blank. "Exempt" status must be renewed each calendar year by submitting a new completed form W-4 by February 15 of that year.

Incomplete forms will hold up processing.

All federal exemption forms (W-4) claiming "exempt" or more than 10 exemptions will be forwarded to IRS for their review.

II: Payroll Number. Do not use hyphens.

"F1" for college work study  
"F3" for other student employees.

Payroll Warrant Distribution Code. Enter a valid warrant distribution code.

JJ: Position Title. Use a title appropriate to your campus. Manoa uses descriptive titles such as Clerk Typist II. Some community colleges use "Student Assistant." Check with your campus student employment officer.

KK: Pay Rate. To be filled in by Student Employment Office unless position was previously classified. Be sure to indicate a recommended class/step on Form 26.

LL: Uniform Accounting Code. Enter the 14 character alpha/numeric account code, reflected as one continuous entry (e.g. G-91-021-F-170-B-001). No more than 4 account codes per SEWA.

MM: Appointment Period. Both a starting date and an ending date must be indicated. An ending date of one year from the starting date will be used if none is provided (unless student's record indicates anticipated graduation during that year in which case the graduation date will be used).

NN, OO, PP: Maximum Gross Earnings (for SMM - summer; FLL - fall; and SPR - spring). Maximum college work-study earnings for that period to be filled out by SEO but must be adhered to by department and student if so indicated. Revisions may occur after date of hire. It is the student's responsibility to notify the employer of his/her revisions.

QQ: Effective Date. Indicate the date of the student's first day of work.

RR: Position Classification. To be filled out by SEO unless position has been previously classified.

SS: New Hire. Student being hired for the first time in that department for that position.

Rehire. Each campus has a different definition for "rehire." Manoa defines "rehire" as being rehired for the same position in the same department. Please check with your student employment officer.

New Position. Position has never existed before. (Manoa only)

Replacement. Indicate name of student who previously held the position. (Manoa only)

TT: Employing Agency. All correspondence from the SEO will be directed to the person who signs as supervisor and sent to this address. (Some campuses use a pre-printed address.) All phone inquiries will be directed to the number indicated here.

Under student appointee, supervisor, fiscal officer, please type respective names below the signature line.

The person who signs as supervisor is the contact person for any matters regarding this student. Do not have unit heads sign here unless he/she is the actual supervisor of this student. If unit head's signature is required by your unit, please use the department chairman's line.

**STUDENT EMPLOYMENT WORK AGREEMENT  
UNIVERSITY OF HAWAII**

|  |  |   |   |   |   |  |                                      |
|--|--|---|---|---|---|--|--------------------------------------|
| AA. SOC. SEC. NO. (9)<br>000-00-0000   |  | BB. NAME: Last First Middle (22*)<br>Brown, Mary A. |   |   |   |  |                                      |
| CC. ADDRESS (26*)<br>Street 555 Happy Street, 11<br>City, State Honolulu, HI (22*)<br>Zip Code 96825 (5)<br>Phone _____  |  |   |   | DD. BIRTH DATE (6)<br>05/05/65  | EE. SEX (1)<br>F  | FF. U.S. CITIZEN (Y or N) (1)<br>Y<br>If "N" specify COUNTRY | GG. MARITAL STATUS (M or S) (1)<br>S |
| HH. TAX EXEMPTIONS   |  | II. PAYROLL   |   | JJ. POSITION TITLE (30*)  |   | KK. PAY RATE   |                                      |
| FED (2)<br>00  | STATE (2)<br>00                        | NUMBER (2)<br>F3                                    | DIST. CODE (3)<br>555   | Student Clerk I   |   | Hourly (5)<br>4.50   | Monthly (7)                          |
| LL. UNIFORM ACCOUNTING CODE (14 total)<br>G 90 001 F 555 B555  |  |   |   | MM. APPOINTMENT PERIOD<br>From (6)<br>05/05/90<br>To (6)<br>05/05/91  |   |  |                                      |
|  |  |   |   | MAXIMUM GROSS EARNINGS<br>NN (4) SMM (4) OO (4) FLL (4) PP (4) SPR (4)  |   |  |                                      |
| QQ. EFFECTIVE DATE (6)<br>05/05/90   | RR. POSITION CLASSIFICATION (3)<br>All |   | SS. New Hire <input checked="" type="checkbox"/><br>Rehire <input type="checkbox"/> |   | <input type="checkbox"/> New Position<br><input type="checkbox"/> Replacement. _____<br><small>(name of Student who previously held position)</small> |  |                                      |
| TT. NAME OF EMPLOYING UH DEPARTMENT<br>College: Arts & Sciences<br>Department: Art<br>Division:<br>Campus Address: 555 Dole Street<br>Campus Phone: 956-5555   |  |   |   | REMARKS<br>Figures in parenthesis indicate the maximum number of characters allowed for the field. If an asterisk is placed after the number, each space, comma, hyphen, decimal, etc. are to be included in the count. |   |  |                                      |
| <p>1. The appointee agrees that the appointment, the conditions of employment, and retention for the period specified in item MM are contingent on the availability of funds.</p> <p>2. Further, the undersigned acknowledges:</p> <p>a. that items KK and RR are to be established by the Student Employment Office based on the completion of UH form 26.</p> <p>b. their individual responsibility to comply with the maximum earning ceilings reflected in items NN, OO and PP (ceilings determined by the Financial Aids Office) when applicable;</p> <p>c. that no appointment is official until all endorsements are completed</p> <p>d. compliance with provisions of all applicable university regulations and policies, and</p> <p>e. that all communications in regard to this Work Agreement from the Student Employment Office will be directed to the information provided in item TT.</p> |  |   |   |   |   |  |                                      |
| X _____<br>Student Appointee Mary A. Brown Date  |  |   |   |   |   |  |                                      |
| X _____<br>Supervisor John S. Doe Date   |  |   |   |   |   |  |                                      |
| X _____<br>Fiscal Officer Thomas S. Cooke Date   |  |   |   |   |   |  |                                      |
| X _____<br>Student Employment Officer Date   |  |   |   | X _____<br>Dept. Chair (Optional) Date  |   |  |                                      |



U.S. Department of Justice  
Immigration and Naturalization Service

OMB No. 1115-0136  
Employment Eligibility Verification

Please read instructions carefully before completing this form. The instructions must be available during completion of this form. **ANTI-DISCRIMINATION NOTICE.** It is illegal to discriminate against work eligible individuals. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire an individual because of a future expiration date may also constitute illegal discrimination.

**Section 1. Employee Information and Verification.** To be completed and signed by employee at the time employment begins

|                                  |       |                |                                |
|----------------------------------|-------|----------------|--------------------------------|
| Print Name: Last                 | First | Middle Initial | Maiden Name                    |
| Address (Street Name and Number) |       | Apt. #         | Date of Birth (month/day/year) |
| City                             | State | Zip Code       | Social Security #              |

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following).

- A citizen or national of the United States
- A Lawful Permanent Resident (Alien # A \_\_\_\_\_)
- An alien authorized to work until \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
(Alien # or Admission # \_\_\_\_\_)

|                      |                       |
|----------------------|-----------------------|
| Employee's Signature | Date (month/day/year) |
|----------------------|-----------------------|

**Preparer and/or Translator Certification.** (To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

|   |            |
|---|------------|
| Preparer's/Translator's Signature                       | Print Name |
| Address (Street Name and Number, City, State, Zip Code) |            |
| Date (month/day/year)                                   |            |

**Section 2. Employer Review and Verification.** To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C as listed on the reverse of this form and record the title, number and expiration date, if any, of the document(s)

| List A                                       | OR | List B             | AND | List C             |
|--|----|--------------------|-----|--------------------|
| Document title: _____                        |    | _____              |     | _____              |
| Issuing authority: _____                     |    | _____              |     | _____              |
| Document #: _____                            |    | _____              |     | _____              |
| Expiration Date (if any): ____ / ____ / ____ |    | ____ / ____ / ____ |     | ____ / ____ / ____ |
| Document #: _____                            |    | _____              |     | _____              |
| Expiration Date (if any): ____ / ____ / ____ |    | ____ / ____ / ____ |     | ____ / ____ / ____ |

**CERTIFICATION** - I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) \_\_\_\_ / \_\_\_\_ / \_\_\_\_ and that to the best of my knowledge the employee is eligible to work in the United States. (State employment agencies may omit the date the employee began employment).

|  |   |                       |
|--|---|-----------------------|
| Signature of Employer or Authorized Representative | Print Name  | Title                 |
| Business or Organization Name                      | Address (Street Name and Number, City, State, Zip Code) |                       |
|  |   | Date (month/day/year) |

**Section 3. Updating and Reverification.** To be completed and signed by employer

|  |  |
|--|--|
| A. New Name (if applicable)  | B. Date of rehire (month/day/year) (if applicable) |
| C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment eligibility.<br>Document Title: _____ Document #: _____ Expiration Date (if any): ____ / ____ / ____ |  |

I attest, under penalty of perjury, that to the best of my knowledge, this employee is eligible to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

|  |                       |
|--|-----------------------|
| Signature of Employer or Authorized Representative | Date (month/day/year) |
|--|-----------------------|

### STUDENT, CASUAL & OVERLOAD PAYROLL CHANGE FORM

**Present Information Section**

\* Important: Correct ID No. is essential. Verify with current Master File Listing.

Employee Name:    Department: \_\_\_\_\_

Last First Middle

| Action                                 | Social Security No. | ID No. | Account Code | Payroll No.  | Warr. Distr. Code |
|--|---------------------|--------|--------------|--|-------------------|
| <input type="checkbox"/> Change (C)    |                     | _____  | _____        | Check one:<br><input type="checkbox"/> F1 <input type="checkbox"/> F3<br><input type="checkbox"/> F2 <input type="checkbox"/> F4 |                   |
| <input type="checkbox"/> Terminate (T) |                     | _____  | _____        |  |                   |

Note: Circle item numbers of items to be changed in Red Ink.

**New Information Section**

| ITEM TO BE CHANGED                 | ITEM No. | NEW OR CHANGED INFORMATION  |  |
|------------------------------------|----------|---|--|
| Social Security No.**              | 01       |   |  |
| Name (Last, First, Middle)**       | 02       |   | 22 character Limit                                 |
| Address: Street                    | 03       |   | 26 character Limit                                 |
| City, State                        | 04       |   | 22 character Limit                                 |
| Zip Code                           | 05       |   |  |
| Date of Birth (MM/DD/YY)           | 06       |   |  |
| Sex (Check one)                    | 07       | <input type="checkbox"/> Male (M) <input type="checkbox"/> Female (F)   |  |
| U.S. Citizen (Check one)           | 08       | <input type="checkbox"/> U. S. Citizen (Y) <input type="checkbox"/> Non-U. S. Citizen (N)                       |  |
| VISA                               | 09       |   | Applies only to F2 & F4 Payr.                      |
| FICA Tax***                        | 10       | ***FICA Tax changes only affect an individual's master file records with the same payroll number                | Applies only to F2 & F4 Payroll                    |
| Earned Income Credit               | 11       |   | For Payroll Office Use Only                        |
| Marital Status (Check one)**       | 12       | <input type="checkbox"/> Married (M) <input type="checkbox"/> Single (S)  |  |
| Federal Tax Exemptions**           | 13       |   |  |
| State Tax Exemptions**             | 14       |   |  |
| Payroll Number (Check one)         | 15       | <input type="checkbox"/> F1 <input type="checkbox"/> F2 <input type="checkbox"/> F3 <input type="checkbox"/> F4 | F1 & F3 cannot be changed to F2 & F4 or vice versa |
| Warrant Distribution Code          | 16       |   |  |
| Position Title                     | 17       |   |  |
| Hourly Rate                        | 18       |   | Cumulative Hours since last increase:              |
| Monthly Rate                       | 19       |   |  |
| Account Code                       | 20       |   |  |
| Appointment Period (MM/DD/YY)      | 21       | From: _____ To: _____   |  |
| College Work Study Ceiling: Summer | 22       |   | For Financial Aids Office Use Only                 |
| Fall                               | 23       |   | For Financial Aids Office Use Only                 |
| Spring                             | 24       |   | For Financial Aids Office Use Only                 |
| Class/Step                         | 25       |   | Applies only to F1 & F3 Payroll                    |

**General Instructions:**

- Reflect 1st three letters of the Employee Name in the blocks before the rest of the name (e.g. Smith, John T. J.).
- Changes to items 01 to 14 (excluding item 10 - FICA Tax) require only one active ID No. to be entered on the UH Form 25 to change data on all master file records of an individual. Changes to items 15 to 25 affect each master file record separately.
- **Mesa Campus Only:** F1 & F3 - Send to Student Employment Office.
- \* For changes to these items, attach the original W-4 and/or HW-4. For changes to SS# & Name, also attach copy of valid Social Security card.

|                                 |      |
|---------------------------------|------|
| Signature - Approving Authority | Date |
| Signature - Fiscal Officer      | Date |

**STUDENT ASSISTANT POSITION CLASSIFICATION  
 TO BE USED FOR CLASSIFICATION AND PAY REVIEW**

UH FORM 26 (PERS)

DATE     /     /      
 mo day yr

|  |   |            |            |
|--|---|------------|------------|
| STUDENT NAME (Last, First, Middle Initial) |   | DEPARTMENT | DIST. CODE |
| SOCIAL SECURITY NO.                        | Names of students who have held or currently hold similar position: |            |            |

AA. JOB TITLE:  
 NARRATIVE OF DUTIES: (Use other side if more space is needed)

QUALIFICATIONS REQUIRED FOR POSITION:

|   |  |
|---|--|
| BB. Rate on a scale of 1 to 5 how much supervision this student receives : (circle one)<br>1          2          3          4          5<br>closely                                  works<br>supervised                              independently | CC. STUDENT SUPERVISES OTHERS<br>YES [ ]      NO [ ]<br>HOW MANY? _____<br>WHAT CLASS/STEP _____ |
|---|--|

DD. RECOMMENDED CLASS/STEP  
 (Refer to Hourly Pay Schedule SAP A9.880): \_\_\_\_\_

\_\_\_\_\_  
 PRINT NAME OF SUPERVISOR

\_\_\_\_\_  
 SIGNATURE OF SUPERVISOR

EE. TO BE COMPLETED BY STUDENT -- WORK HISTORY AT UNIVERSITY OF HAWAII  
 JOB TITLE                      FROM Mo/Yr to Mo/Yr                      DEPARTMENT                      PAY RATE

\_\_\_\_\_  
 SIGNATURE OF STUDENT

|  |                     |          |
|--|---------------------|----------|
| STUDENT EMPLOYMENT OFFICE<br>USE ONLY -- CLASS STEP REVIEW | CLASS/STEP ASSIGNED | PAY RATE |
|--|---------------------|----------|

REMARKS:

\_\_\_\_\_  
 STUDENT EMPLOYMENT OFFICE

NOTE: If the assigned class/rate is equal to or less than that recommended, this form will be processed through payroll. If the assigned class/rate is greater than recommended, the supervisor will be consulted before a change is made.