**WMU Student Employment Eligibility Form**

*(Complete for every hire; make a copy for the student and a copy for department.)*

Student Name and WIN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**In order to be and remain eligible for student employment at Western Michigan University, a student must be:**

Enrolled, in good standing, *at least half time* throughout the semester(s) and/or session(s) of employment.

* 1. Half-time undergraduate: 6 hours fall or spring, 3 hours summer I or II
  2. Half-time graduate: 3 hours fall or spring, 2 hours summer I or II
* Possess U.S. employment eligibility documentation (i.e. social security number or similar)
* **Working no more than 25 hours a week/50 in a pay period for all WMU employment positions combined in fall and spring semesters, during breaks and periods of non-enrollment.** Non enrolled student employees may work a maximum of 39 hours a week/78 per pay period during summer I or summer II sessions only (if enrolled the previous semester and eligible to enroll follow fall semester).
  1. Jobs in an American Federation of State, County and Municipal Employees (AFSCME) staffed operation, are limited to a *maximum of 20 hours* per week, in accordance with the regulations set forth in article 1.1.3 of the 2009-2012 AFSCME / WMU Agreement.
  2. International students work a *maximum of 20 hours* per week during mandatory enrollment periods, due to immigration regulations.
* Responsible for reporting all campus jobs to all supervisors. Identify the department(s), supervisor(s), and the number of hours worked in each job.
* Able to prove a Federal Work-Study award at the point of hire (where applicable). Notify supervisor immediately if Federal Work-Study award has changed or been eliminated.
* WMU’s practice is to employee degree seeking students who are a minimum of 18 or older. The exception is degree seeking students who are 17 years old AND turn 18 during their first semester of enrollment at WMU.

**\*List additional job(s) held on campus:**

|  |  |  |  |
| --- | --- | --- | --- |
| *Position/Department* | *Supervisor Name/Phone* | *Average hours per week* | *Utilizing Federal Work-Study Award* |
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*Do you presently hold a Graduate Assistantship? Yes \_\_\_\_ or No\_\_\_\_.*

**I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_have read and agree to abide by these requirements.**

*(Print student name)*

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Student Signature Supervisor Signature

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Date Date