

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.
 - a. Half-time undergraduate: 6 hours fall or spring, 3 hours summer I or II
 - b. 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 in fall and spring semesters, during breaks and periods of non-enrollment.** Student employees may work up to 40 hours a week/80 per pay period during summer I or summer II sessions only.
 - a. 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.
 - b. 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.

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

<i>Position/Department</i>	<i>Supervisor Name/Phone</i>	<i>Average hours per week</i>	<i>Utilizing Federal Work-Study Award</i>

I, _____ have read and agree to abide by these requirements.
(Print student name)

Student Signature

Supervisor Signature

Date

Date

