

WSU Extension Student Hourly Employment Form
Please allow 2 weeks processing prior to start date

Name of Supervisor/Manager	
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Employee Details

Legal First Name		Legal Last Name	
Other Last Names Used (if any)		Driver's License in Which State?	
Date of Birth		Gender	
Current/Former Student Employee?		WSU ID#	
Country of Citizenship		Immigration Status	
Personal Phone		Personal E-Mail	
Home Address		City, State, Zip	

Position Details (Follow link for [Student Employment Classification and Compensation Plan](#))

Working Title	
Comparable Classified Staff Title	
Brief Description of Duties	

Appointment Details

Work Address		City, State, Zip	
Work Phone		Work E-Mail	
Appt Start Date		Appt End Date	
Hourly Rate of Pay		Hours Per Week	
Funding Worktag		Hiring Unit	
Name of individual who will verify documents in Workday for I-9			

HR Partner Routing

ANR	whitney.dixon@wsu.edu	509.335.1873
CED	Kim.buckhalter@wsu.edu (Temporary)	509.445.4644
Y&F	ely@wsu.edu	509.335.9721
4-H	robin.scarlett@wsu.edu	509.358.7783
DGSS	Kim.buckhalter@wsu.edu	253.445.4644

Employee E-mail and Workday Access

The Employee will need a WSU e-mail and Workday login credentials on first day of work to complete Section One of the I-9 in Workday. Please contact the WSU IT Helpdesk M-F, 8-5 at 509 335 4357 or crimsonservicedesk@wsu.edu to set this up.

Student Employees

Definition of a Student

For purposes of temporary employment, a student is one who is enrolled at WSU for six or more credit hours during the entirety of a fall or spring semester and/or for three or more credit hours for the entirety of at least one of the summer sessions.

Students enrolled for less than six credit hours during fall or spring semester or for less than three credit hours for a summer session who receive financial aid are also considered students.

For purposes of hourly retirement only, a student is enrolled at WSU for ten credits or more during the fall or spring semester. Students enrolled in nine or less credits are monitored for retirement eligibility.

Summer Session Student Employee Status for Benefit Purposes

For purposes of insurance monitoring and eligibility only (see [Benefits](#) below), an employee who meets the following criteria is considered to be a student employee over the summer session, regardless of whether or not they are enrolled in summer session classes:

- Enrolled at WSU for six or more credit hours during the entirety of the preceding fall and spring semesters (and did not graduate at the end of spring semester); or
- Enrolled at WSU for six or more credit hours during the entirety of the preceding spring and following fall semesters.

Maximum Hours

The law limits student employment to a maximum of 516 hours worked in any six consecutive months, excluding hours worked during the summer and other academic year holiday breaks. ([WAC 357-04-040](#))

WSU academic holidays are periods when school is not in session. Academic holidays include time in November, December, January, and March and from semester-end in May to the start of the fall semester in August.

F-1 Status

Foreign students who hold F-1 nonimmigrant status are limited to 20 hours of work per week while school is in session. Contact International Programs–Global Services for more information.

Exceptions

The following types of students are exempt from the hours limitations, in accordance with [WAC 357-04-040](#):

- Student body officers or student organization jobs such as student officers or student news staff members.
- Students employed in jobs which are directly related to their major fields of study and which provide training opportunities.

- Students in documented and approved internship programs which consist of academic components and work experience.

Notice of Conditions

Employers must give all temporary hourly employees written notice of the conditions of their employment prior to the commencement of each appointment and/or upon any subsequent change to the conditions of their employment. See [BPPM 60.27](#) for information regarding Conditions of Employment documentation.

Affordable Care Act (ACA)

Employers must give all temporary employees a copy of the ACA Employer Notification, which provides notification to employees and their households of the benefits offered through the University as well as notification of the ACA Health Insurance Marketplace. Employers are to provide this notice within 14 days of employment (see [BPPM 60.27](#)). The notice is available from the [Human Resource Services](#) (HRS) website.