

# Exception Request for Student Employee

## Work Hours

This form should be used to request work in excess of 50 hours per bi-weekly pay period in an emergency, or on an unplanned or short-term basis (maximum of 2 bi-weekly pay periods). Please refer to the Business Purpose Exception section of the Student Hourly Employee Work Hours policy for the procedure on requesting an exception for work of an ongoing nature.

### Department Information

|                              |                  |                   |
|------------------------------|------------------|-------------------|
| Date: _____                  | HR Dept #: _____ | Department: _____ |
| Chair/Director Name: _____   | Signature: _____ |                   |
| Supervisor Name: _____       | Signature: _____ |                   |
| Payroll Liaison Name: _____  | Phone: _____     |                   |
| Payroll Liaison Email: _____ |                  |                   |

### Employee Information

|  |                         |
|--|-------------------------|
| Name: _____  | HRMS Employee ID: _____ |
| Position Title: _____  | Position Number: _____  |
| Does this employee have any other jobs at the university? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure |                         |
| If yes, with what department(s)? : _____   |                         |
| Is this student a Graduate Student? <input type="checkbox"/> Yes <input type="checkbox"/> No   |                         |
| If yes, do they have a Graduate Appointment? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure              |                         |

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