

**KANSAS STATE UNIVERSITY
HOURLY STUDENT DATA SHEET**

**PER 40
(02/2007)**

Notification - Required SSN Disclosure: Used for tax withholding, record keeping, and government reporting. Solicited per K.S.A. 76-725.

NAME: (First, Middle, Last, Suffix)		*SSN	
DEPT ID	DEPT NAME	eID	

EMPLOYEE ID	RCD#	FORMER NAME (Name Change Only)	
EFFECTIVE DATE	END OF APPT DATE	MARITAL STATUS	

HIRE	ADD CONCURENT JOB	UPDATE	CORRECTION	TERMINATE
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HOME ADDRESS (Local Address)

MAILING ADDRESS

COUNTRY		COUNTRY	
ADDRESS 1		ADDRESS 1	
ADDRESS 2		ADDRESS 2	
CITY		CITY	
COUNTY	ZIPCODE	COUNTY	ZIPCODE
STATE	HOME PHONE	STATE	OTHER PHONE

GENDER	HIGHEST EDUCATION LEVEL	
BIRTHDATE	ETHNIC GROUP	MILITARY STATUS

CITIZENSHIP STATUS	(If employee is not a U.S. Citizen, complete Visa information and attach a PER-15)		
VISA TYPE	ISSUE DATE	EXPIRATION DATE	ARRIVAL DATE

ACTION	REASON	POSITION #	JOB CODE	035000	FTE
REPORTS TO POSITON #: (OPT)	TAX LOCATION	SUBJECT TO FICA?	YES	NO	
HOURLY COMP RATE	COLLEGE WORK STUDY (CWSP)?	YES	NO		

INACTIVATE DIRECT DEPOSIT? (only if rehire)	YES	NO
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PREVIOUS EMPLOYMENT: If appointee has been previously or is currently employed by state or local government, or any other state agency including KSU, give agency name(s), dates of employment, and employee id (if known):

ADDITIONAL INFORMATION:

FUNDING INFORMATION: Updated by Departments in HRIS. For department use only. *EOS = END OF SOURCE

PROJECT #	PROJECT DESCRIPTION	FUND SOURCE	ORG	AWARD (If applicable)	FTE	*EOS DATE

EMPLOYEE OATH

(K.S.A. 75-4308) I do solemnly (swear) (affirm) that I will support the Constitution of the United States and the Constitution of the State of Kansas and faithfully discharge the duties of my office or employment. So help me God.

Employee's signature _____

Affix notary seal here

SUBSCRIBED AND SWORN TO before me this _____ day of _____ 20_____

Notary Public _____

HOURLY STUDENT CERTIFICATIONS

- I will limit my total hours of work for all departments as follows: a) during the academic year to 30 hours in weeks when classes and/or final exams are in session 3 full days or more, to 40 hours during other weeks; b) during summer to 30 hours per week while enrolled in 4 or more credit hours; to 40 hours during other weeks; c) if a holder of an F-1 visa during the academic year to 20 hours except in weeks with student recesses, to 30 hours during summers while enrolled in 4 or more credit hours, to 40 hours during other weeks. I understand that if I do work over 40 hours per week, I will be compensated at an overtime rate for the hours over 40 and I must notify all departments for which I work for during that week.
- I am at least 16 years old (18 years old for employment in University Facilities) and will remain enrolled in at least 6 credit hours at KSU while employed during a fall or spring term. If employed during the summer, I will a) remain enrolled in at least 1 credit hour at KSU or b) been enrolled in at least 6 credit hours at KSU during the preceding spring or 3) be pre-enrolled in the upcoming fall in at least 6 credit hours or 4) be admitted to study in the upcoming fall. I understand that Social Security tax will be deducted during the summer if I am not enrolled in at least 3 credit hours at KSU.

EMPLOYEE SIGNATURE _____ DATE _____

SIGNATURE(S) OF UNIT OR DEPARTMENT HEAD, DEAN AND/OR VICE PRESIDENT _____ DATE _____