

Leeward Community College
Student Employees Working in Two or More Positions

Student employees working two or more on-campus jobs must not exceed a total of twenty (20) hours per week for all University jobs during the academic year and forty (40) hours per week during the Summer and Winter breaks.

Supervisors please fill in the number of hours per week your student will be working in your position for the CURRENT semester and print your name, sign and date below.

Note: Overtime for students who exceed eight hours in a day between jobs will be assessed to the second or third employer to whom the student submits a timesheet for a given pay period. If the student works over forty (40) hours between all positions, it is the responsibility of the employers to determine who will pay for the overtime and add the appropriate number of hours to properly compensate the student as the system will not automatically do so.

Student's Name (Print)	Signature	Date
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Department	Student's position number and title
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Fall semester: _____ hrs/wk	Spring Semester: _____ hrs/wk
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Summer session: _____ hrs/wk	Winter break: _____ hrs/wk
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Supervisor's Name (Print)	Signature	Date
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Department	Student's position number and title
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Fall semester: _____ hrs/wk	Spring Semester: _____ hrs/wk
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Summer session: _____ hrs/wk	Winter break: _____ hrs/wk
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Supervisor's Name (Print)	Signature	Date
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Once the form has been signed by all supervisors please forward to the Human Resources Office. If the student has more than two positions, attach a second form.