



The University of Iowa
HRIS Data Entry Form - Student Hourly Employees
For Post-Hire Use ONLY– NOT For Use During the Application Process

To be completed by the student employee Please print legibly! Completion of ALL information is required. Incomplete or unreadable information will delay processing of the Biweekly employment appointment.

- Are you a registered University of Iowa Student? No (eligible for summer ONLY employment) Yes
 If YES, indicate the session for which you are registered. Summer Fall Spring
- Have you been awarded Work-Study for the Summer? No Yes, If yes, indicate the Dollar Amount \$ _____
 for the Academic Year? No Yes, If yes, indicate the Dollar Amount \$ _____

If uncertain of the Work-Study eligibility, the financial aid award can be checked on ISIS or contact Student Employment at 335-1460 or email student-employment@uiowa.edu

- Will you have another University of Iowa job while employed under this job? No Yes
 If YES, list number of hours or % of time employed: Hourly _____ Salaried _____

Students are limited to 20 hours per week during the academic year under the Student Hourly Employment Program. Students who have more than one student hourly job must still comply with the 20 hour requirement. Students who exceed the allowable work hours in a semester will have their employment terminated by the Office of Student Financial Aid. Students can work up to 20 hours per week in addition to a ½ time salary appointment. If the salary appointment is an RA, TA, or GA, then the student must contact the Graduate College for permission to work beyond the RA, TA or GA. Exception: International students are limited to 20 hours per week during the academic year in all employment programs combined per INS rules.

Last Name: _____
 First Name: _____ Middle Initial: _____
 Social Security # or Student ID #: _____ Date of Birth: _____
 Telephone Number: _____ E-mail Address: _____
 Residing Address: _____

Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Marital Status: <input type="checkbox"/> Married <input type="checkbox"/> Single
Hispanic or Latino Ethnicity: (Persons of Cuban, Mexican, Puerto Rican, Central or South American, or other Spanish culture or origin, regardless of race). Select one response <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino <input type="checkbox"/> Unknown	Race (select one or more) <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black/African American <input type="checkbox"/> Native Hawaiian/Other Pacific Island <input type="checkbox"/> Not Specified <input type="checkbox"/> White <input type="checkbox"/> Native Hawaiian/Other Pacific Island
Disabled <input type="checkbox"/> Yes <input type="checkbox"/> No	Disabled Veteran <input type="checkbox"/> Yes <input type="checkbox"/> No
Veteran Status <input type="checkbox"/> No Military Service <input type="checkbox"/> Vietnam Era Veteran <input type="checkbox"/> Other Veteran	Citizenship Status <input type="checkbox"/> US Citizen <input type="checkbox"/> Naturalized <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Non-Immigrant Alien
Citizenship Country if other than the US <input type="checkbox"/> _____	
Immigration Status <input type="checkbox"/> F1 Visa <input type="checkbox"/> J1 Visa	Immigration Start Date _____ Immigration End Date _____