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: _____

Electronic and typed signatures are not acceptable.

Employee Information

Name: _____ HRMS Employee ID: _____

Position Title: _____ Position Number: _____

Does this employee have any other jobs at the university? ☐Yes ☐No ☐Unsure

If yes, with what department(s)? : _____

Is this student a Graduate Student? ☐Yes ☐No

    If yes, do they have a Graduate Appointment? ☐Yes ☐No ☐Unsure

    If student has a Graduate Appointment, you must also complete a Graduate Appointment Petition: https://grad.apply.colorado.edu/register/GSfundingadmingeneralform

Pay period date(s) for which the exception is being requested: _____

Number of hours per bi-weekly pay period this employee normally works: _____

Number of hours per bi-weekly pay period this employee is anticipated to work during this exception period: _____

Please explain the business purpose for which you are requesting an exception to the limit on student work hours:

The payroll liaison on the form will be notified if the request is approved or denied. If granted, the approval will apply to the specified employee only and for the specified date(s) only.

Please submit your form by email to Student Employment at studentemployment@colorado.edu