

Exception Request for Student Employee Work Hours



Office of Financial Aid
UNIVERSITY OF COLORADO BOULDER

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	
If student has a Graduate Appointment, you must also complete a Graduate Appointment Petition here: https://www.colorado.edu/graduateschool/sites/default/files/attached-files/petitionforoverloadappointments.pdf	

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.