

## STUDENT EMPLOYMENT CLEARANCE FORM

**Instructions:** Complete all applicable sections below that correspond to your transfer or add job status. Return the completed clearance form to Student Employment, either in person or by emailing [student\\_employment@byuh.edu](mailto:student_employment@byuh.edu).

- Termination Date – Must end no later than the Saturday before the new job's start date.
- Start Date – Must be on a Monday after the termination date of the previous job or add job.
- BYU-Hawaii & PCC Co-Employment – Must also complete page 2.
- If you are adding a job, do not fill in the termination date.

GENERAL INFORMATION	
Full Name:	Student ID:
REASON TRANSFER OR ADD JOB	
New Position	Add Job
To Make 19 Hours ____ Number of Hours	Semester Break ____ Number of Hours
Approved Semester Leave ____ Number of Hours	
TYPE TRANSFER OR ADD JOB	
BYU-Hawaii to BYU-Hawaii	BYU-Hawaii & PCC Co-Employment
BYU-Hawaii to PCC	PCC to BYU-Hawaii
PRIMARY/CURRENT POSITION	
Job Title:	Manager Signature:
Department:	
Start Date:	
Termination Date:	Print Name and Date:
SECONDARY/NEW POSITION	
Job Title:	Manager Signature:
Department:	
Start Date:	
	Print Name and Date:
INTERNATIONAL STUDENT SERVICES	FINANCIAL AID & SCHOLARSHIPS
International Student Services Advisor Signature:	Financial Aid & Scholarships Advisor Signature:
Print Name and Date:	Print Name and Date:
PCC HUMAN RESOURCES	BYU-HAWAII STUDENT EMPLOYMENT
PCC Human Resources Representative Signature:	Student Employment Representative Signature:
Print Name and Date:	Print Name and Date:

Updated December 2024

## AFFIDAVIT OF UNDERSTANDING

I, \_\_\_\_\_ acknowledge and understand the responsibilities and requirements of holding multiple positions between BYU-Hawaii and PCC.

Co-Employment includes the following:

- **Primary Job:** This is your first job.
- **Secondary Job:** This is an additional job to help you reach your desired total hours.
- **Hour Tracking:** Student employees must track their combined hours between BYU-Hawaii and PCC positions in Workday and UKG, ensuring they do not exceed the 19-hour work limit.
- All co-employment work hours must adhere to the following:

### SEMESTERS

Work up to 19 hours per week. This includes the first and last week of the semester, even if the semester begins in the middle of the week.

### BREAKS

Over 20 hours counts as a 40-hour week.

#### Fall Break (3 Weeks)

- Three weeks of up to 40 hours per week.
- If the current year has a 4-week Fall break, then follow the 40/40/40/19 work schedule.

#### Spring Break (1 Week)

- One week of up to 40 hours.

#### Summer Break (9 Weeks)

- 40/40/40/19 work schedule.
- Three weeks of up to 40 hours per week, with the fourth week up to 19 hours.
- If the current year has an 8-week summer break, then continue to follow the 40/40/40/19 work schedule.
- Examples of exceeding hours during Semester Breaks:
  - 40/40/40/19.6
  - 40.1/40/40/19

I understand that adhering to the University Work Hours Policy is essential, and I accept that any violation of these guidelines will result in immediate termination of one of my positions, forfeiting the privilege to work in multiple positions.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_