



To: Employers
From: Mānoa Career Center
Re: 2 Job Memo (Two or more University jobs)

Students carrying 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 Winter, Spring, and Summer breaks. Please fill in the number of hours the student will be working at each job for each session and print your name, sign, and date below.

Once the form has been signed by all supervisors, please forward it to the Mānoa Career Center. If the student has more than two positions, attach a second memo. Please remember that the Student Employment Work Agreements (SEWA) will not be approved until the completed, signed memo is received by the Mānoa Career Center.

Please note that 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 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. Please contact the Mānoa Career Center if you have questions regarding overtime.

Student's Name (Print)

Signature

Date

Fall/Spring Semester: _____ hrs/wk Breaks: _____ hrs/wk

Student's Position Title: _____

Department: _____

Supervisor's Name (Print)

Signature

Date

Fall/Spring Semester: _____ hrs/wk Breaks: _____ hrs/wk

Student's Position Title: _____

Department: _____

Supervisor's Name (Print)

Signature

Date

Office Use Only Date memo was received: _____