MĀNOA career center

MEMORANDUM

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

Students holding two or more UH student employment positions must not exceed a total of **twenty (20)** hours per week for all jobs combined during the regular semesters. Enter the number of hours the student will be working at each job for all sessions including related information for each position.

Once the form has been completed, submit it to the Manoa Career Center at careersa@hawaii.edu. The student employee and all supervisors must be included in the email. Please keep in mind that the hire transaction will not be approved until the memo is received by the Manoa Career Center.

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. You may contact the Mānoa Career Center if you have questions.

Violation of the terms of this memo may result in termination of employment.

_____	☐	_____	_____
Student's Name (Type)	*Check box for signature*	*Date*	*UH ID#*

TOTAL COMBINED HOURS DURING THE SEMESTER MUST NOT EXCEED 20 HOURS/WEEK

Fall/Spring Semester: _____ hrs/wk Breaks (Winter/Summer): _____ hrs/wk

Student's Position Title & Job#: _____

Department & Campus _____

_____	☐	_____
Supervisor's Name (Type)	*Check box for signature*	*Date*

Fall/Spring Semester: _____ hrs/wk Breaks (Winter/Summer): _____ hrs/wk

Student's Position Title & Job#: _____

Department & Campus _____

_____	☐	_____
Supervisor's Name (Type)	*Check box for signature*	*Date*

Office Use Only	**Date memo was received:**

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careers@hawaii.edu
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