

Office use Only:	E-Form Entered	Job Description from GoogleDoc		Training Completed	Cleared to Work email to student & supervisor
	E-Form Authorized	Entered in Time Override		Pay entered Timecard	GoogleDoc Training

JOB INFORMATION FROM HIRING SUPERVISOR

DATE	POSITION	ACCOUNT	SUPERVISOR	WAGE (choose one)
		-XXXX-		Standard based on class Other: _____

INFORMATION FROM STUDENT

NAME	ID CARD #	BYU Net ID:
CURRENT STATUS (your wage will be based on this)	<input type="checkbox"/> Graduate Student (Hire processed by Business Manager)	LOCAL PHONE:
	<input type="checkbox"/> FRESHMAN (pre-major, not yet admitted)	EMAIL:
	<input type="checkbox"/> SOPHOMORE (1 st year as admitted ME major)	Emergency contact NAME:
	<input type="checkbox"/> JUNIOR (will take Capstone ME475 in next fall semester)	Emergency contact PHONE:
<input type="checkbox"/> SENIOR (enrolled in or already completed Capstone)		

Are you related to anyone in a supervisory capacity for this job (up to VP of BYU)? NO YES (who): _____

BYU JOB HISTORY I have never worked for BYU.

Worked BYU job in past 12 months but job(s) no longer active. List department(s): _____

Currently working BYU student job(s):

Department _____ Will it end before you start this ME job? _____

Department _____ Will it end before you start this ME job? _____

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LDS ENTITY HISTORY: Besides BYU, have you worked for another LDS entity in the past 12 months? No Yes

If yes, your other job must be terminated before we can hire you. Details of other job: _____

STUDENT EMPLOYEE AGREEMENT

STUDENT WORK HOURS

Work hours and weekly work schedules are determined by your supervisor. However, you must NOT work more than 20 hours per week during Fall/Winter, or 40 hours per week during Spring/Summer. These are strict limits that apply every week. You should not clock hours past midnight. You agree to do your work on campus. When clocked in, you should not be doing personal tasks (e.g., homework or personal calls, emails, or texts, etc.) without express supervisor approval. You cannot log work hours to more than one job at a time.

BREAKS

You may take a 10-minute paid break for each four hours of continuous work. You may not take breaks at the beginning or end of a work period. You cannot accumulate unused break time for later use. For a shift over 5 hours long, you should clock out for an unpaid 30 minute meal break during the shift.

DEVOTIONALS/FORUMS

You should NOT work during devotionals and forums unless you have a job with special authorization to work at this time.

EMAIL

We will send employment notifications to your personal email address as indicated on MyBYU. You are responsible for knowing the information sent in these emails and responding as needed.

TIME REPORTING

I have read and agree to abide by the Student Employee Agreement. I understand that violation of these policies can result in termination.

Signature: _____ Date: _____

You are required to use the Y-Time system to record work hours. Due to federal wage and hour laws you may not work without clocking in. **Your timesheet should always show work hours on the days and times that you actually worked.** Punch out for meal breaks, class attendance, and other non-work activities. It is your responsibility to promptly correct any errors on your timecard. If you cannot correct an error, please email Mecheng@byu.edu with subject line TIME CORRECTION with the information needed for a time manager to make the needed correction. Shifts with time exceptions are NOT paid out until the exception has been corrected.

PAYCHECKS

If you have not already done so, please set up direct deposit of your paycheck at [MyBYU > Work Links > Direct Deposit](#).

PERFORMANCE EXPECTATIONS

- **Be on time** for your scheduled work shift.
- **Put in a fair day's work** by working on assigned tasks. When completed, ask your supervisor for more work. Clock out to work on personal projects.
- **Take direction from your Supervisor** and others that your supervisor has indicated may give you direction.
- **Follow all University and Department policies.** If you don't understand a policy or a procedure, please ask your supervisor or the ME Department Secretary for clarification.

EMPLOYEE AND STUDENT ASSIGNMENT OF OWNERSHIP AND NON-DISCLOSURE AGREEMENT

The undersigned employee of student, in consideration of the opportunity to receive wages or financial support and/or training from and/or to participate in research activities at Brigham Young University ("BYU"), hereby understands and agrees as follows:

- 1. That BYU presently has developed or may, as a result of the research in which I wish to participate, develop intellectual property in the form of data, formulae, computer software specifications, processes, patents, copyrights, or other technical or product information.
2. That as a condition to my participation in the research activities of BYU, I will be required to relinquish and assign to BYU all of my rights and ownership interests, if any, to any and all intellectual property presently developed by BYU or to be developed in research activities.
3. That by executing this document I hereby assign all of my rights and ownership interests of any kind or description to the intellectual property as described in this document and to all additions and/or modifications to this intellectual property to BYU. I also understand that my rights, if any, to receive income from the sale or licensing of this intellectual property by BYU is determined by the BYU Intellectual Property Policy, which is incorporated by reference into this Agreement.
4. That in the process of the research activities I may come in contact with or generate certain information, which may consist of data, formulae, computer software specifications, processes, patent applications, copyrights, and other technical or product information which is proprietary or confidential in nature. I understand and agree (1) such information is proprietary and owned by BYU; (2) not to publish or disclose any part of such information to others except as authorized in the Agreement; and (3) not to make any use of such information except in the course of my participation in BYU research activities. Further, I understand that anything marked as "confidential" or "proprietary," which is disclosed to me or later designated as "confidential" or "proprietary," or anything I reasonably should understand as being confidential or proprietary, shall not be disclosed by me to anyone other than those designated in writing by BYU, and shall not be used by me directly or indirectly, for any purpose other than a use specifically authorized in writing by BYU. However, I understand that I shall not be prevented from using or disclosing information which:
a. I can demonstrate to BYU's satisfaction by written records was previously known to me;
b. Is now, or becomes in the future, public knowledge, other than through acts or omissions of my own; or
c. I lawfully obtain from sources independent of BYU.
5. That any receipt by myself of any BYU proprietary or confidential information, data, or ideas shall not constitute any type of grant or license to practice any aspect of a trade secret or patent right held then or thereafter by BYU.
6. That I will protect and not disclose any BYU proprietary or confidential information, data and ideas, unless authorized by BYU corporate officers in writing, at any time after my association with BYU terminates.
7. That immediately upon termination of my participation in research activities with BYU, I will return to BYU all project notebooks, records, data, programs, memoranda, models and equipment of any nature in my possession or under my control pertaining to the research.
8. That this Agreement is to be governed by and construed according to the laws of the State of Utah.

DATED this _____ day of _____, 20____

STUDENT PRINT FULL NAME

STUDENT SIGNATURE

LOCAL ADDRESS: street, city, state, zip

Note about legal residence:

Just because you are living in Utah to go to school does NOT mean Utah is your legal residence. If you are from elsewhere, and have NOT taken steps to make Utah your legal residence, your permanent home is probably your legal residence.

CITIZENSHIP (Country)

LEGAL RESIDENCE (State)

ME Department Witness PRINTED NAME

ME Department Witness SIGNATURE