



**CAMPUS EMPLOYMENT**

Career Center | Student Center 239

700 University Avenue, Monroe, LA 71209 | Phone: (318) 342-5338

Email: [campusjobs@ulm.edu](mailto:campusjobs@ulm.edu) | URL: [ulm.edu/careercenter/campus-employment/](http://ulm.edu/careercenter/campus-employment/)

**HOUR INCREASE JUSTIFICATION FORM**

Select One:  03 Worker  04 Worker

Student Name: \_\_\_\_\_ CWID: \_\_\_\_\_

Student Job Title: \_\_\_\_\_ Department: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Supervisor Phone#: \_\_\_\_\_

Supervisor Email: \_\_\_\_\_

Per the Campus Employment Handbook, student employees may not work more than 20 hours per week without prior approval. Extended work hours may be granted but cannot exceed 25 hours per week. Hour increases are neither retroactive nor automatic, and will not take effect until proper authorization has been obtained.

Federal law requires a rest period of ten minutes for every segment of four hours worked in one shift. For shifts of five hours or more, employees are required to take a thirty-minute unpaid lunch break. Please take these regulations into consideration when requesting additional hours.

Weekly Hours Requested: \_\_\_\_\_

INDEX	FUND	ORGANIZATION	ACCOUNT	PROGRAM

Justification for increased hours:

\_\_\_\_\_  
Supervisor Signature Date

\_\_\_\_\_  
Budget Head Signature (Required for 03 Workers only) Date

\_\_\_\_\_  
Controller Signature (Required for 03 Workers only) Date

**Submit this form to: 03 Workers** – Human Resources, Coenen Hall 107

**04 Workers** – Career Center, Student Center 239

**OFFICE USE ONLY**

Approved  Denied Additional notes:

Processed By: \_\_\_\_\_

Date: \_\_\_\_\_