UNIVERSITY OF NEW MEXICO
STUDENT EMPLOYMENT OFFICE
FTE MEMO FOR GRADUATE STUDENTS

****Please provide information about your student employment job not your grad job

Student Last Name, First Name:			
Banner ID:		Org # (Student Employment or Work Study Job)	

Please process the FTE change request for: (You must check one)
If you do not know, your FTE will be automatically be dropped to (.2 or 8 hrs/wk)

☐ .125 = 5 hrs/wk

☐ .2 = 8 hrs/wk

☐ .375 = 15 hrs/wk

☐ .50 = 20 hrs/wk

☐ Other, please specify:

I have notified the Graduate Studies Office of my employment through the Student Employment Office. I understand that I cannot work over 28 hours (domestic students) or 20 hours (international students) combined during any week at the University of New Mexico for positions worked through both offices. If I work over the maximum hours during any week, I understand that I can be terminated **without notice** from all positions through the Student Employment Office. Please contact the Graduate Studies office for penalties regarding exceeding the hours per week maximum.

I understand the terms and conditions of this FTE change request.

Signature	Date