



## Temporary/Hourly Employee U-PASS Eligibility Form

### General Information

UWB temporary/hourly employees working at least three days per week are eligible to purchase a U-PASS on a quarterly basis.

Student employees who are *enrolled* in classes during the current quarter are not eligible for an employee U-PASS and need to purchase one as a student.

The supervisor must complete and sign the form below. The employee must submit this form at the time of purchase as proof of employment for the current quarter.

Note: A separate eligibility form must be presented at the time of purchase EACH quarter

Employee Name: \_\_\_\_\_

UW Employee ID Number: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Job Classification: \_\_\_\_\_

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

**Note: The U-PASS is property of the University of Washington, Bothell and is not transferable.**

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### This section to be filled out by supervisor:

**Quarterly U-PASS (bus)**

I certify that the above named temporary/hourly employee will be employed during the months of \_\_\_\_\_ through \_\_\_\_\_ and working on campus at least **three days** per week.

Supervisor's Name and Job Title: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Supervisor Phone Number: \_\_\_\_\_ email: \_\_\_\_\_