

## Payment of Work Hours to Students Without a Contract

This form is used for the payment of hours worked by student assistants or student study advisers/academic advisers who only work a few hours (on average 3 hours per week, but at a maximum of 12 hours per month) for at short-term period (a maximum of 1 month). For tasks exceeding a one-month period and/or tasks requiring more than 3 hours per week, then the person must be hired, and their work hours paid through TimeSheet.

In this case, please fill in the form: 'Request for Student Assistant Hiring Form' (Danish: *Anmodning om ansættelse af studentermedhjælp*).

<b>Name:</b>	
<b>Cpr.-no.:</b>	
<b>TIN-no.:</b>	
<b>Department/section:</b>	

Select the appropriate box:

HK (used for administrative tasks such as journalling, archiving, practical help, etc.)

PROSA (used for high-level IT tasks such as programming)

Week	Number of hours	Date	Description of assignment
<b>Total hours</b>			

Underkonto								
Artskonto	1	8	1	1	8			
Omk.sted								
Formål								
Projekt								
Analysenr.								
Omk.sted 2								

\_\_\_\_\_  
Signature, employee

\_\_\_\_\_  
Signature, department/section

Blanketten sendes til: [dtap-loen@sdu.dk](mailto:dtap-loen@sdu.dk)

Blanketten skal indeholde underskrift fra medarbejder og institut inden den sendes til Løn.

# Personal Data Form for Employment as a Student Assistant (HK and PROSA)

To receive the correct salary and pension contribution, please complete and sign this form in connection with your employment at SDU. It is important that you consider each field/box before returning the form.

**For the purpose of your salary classification – please include your exam transcript with ECTS points passed.**

## Personal data

Name	Cpr.-no.:
Private address:	TIN-no.:
Postal code and city:	Tel.:
The salary will be directed to your NEM account	

Primary tax card	Secondary tax card
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## Current/completed programmes(s)

**For the purpose of your salary classification – please include your exam transcript with ECTS points passed.**

Name of education programme	Period

## IT-related (PROSA) or office-related (HK) employment and military service

**Public sector employment affects your pension seniority.**

Place of employment	Job duties and title	Hours per week	Employment type (HK, AC, other)	Start date	End date

<p><b>Have you previously had an employer-paid pension scheme?</b></p> <p><i>If yes, remember to attach a pension statement from your pension company.</i></p>	<p>NO      YES</p>
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<b>Date</b>	<b>Signature</b>
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