

**UC Irvine**  
School of Social Ecology and School of Social Sciences

**Limited Staff Hire Request Form**

**Department:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

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

**Job Title:** \_\_\_\_\_

*The job description is subject to review and approval by Classification & Compensation. Please coordinate with Dean's Office AP/HR Staff.*

**Annual Salary:** \_\_\_\_\_

**Percentage Time or Hours Per Week:** \_\_\_\_\_

**Begin and End Date:** \_\_\_\_\_

**Note:** Appointment must not exceed 1,000 total hours. The department is responsible for tracking hours worked.

**Required Attachments**

The following documents must be submitted for this request to be processed:

- Completed and approved Funding Verification Form
- Signed Offer Letter (use the Limited Staff Employee template letter given to you by your Dean's Office AP/HR Analyst)
- Resume / CV

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**Dean's Office AP/HR Use Only**

- Job Description
- Resume / CV
- Completed and approved Funding Verification Form
- Signed Offer Letter
- UCPATH Entry
  - Position
  - Funding
  - Hire Transaction
- TRS Setup