

# UC Irvine

School of Social Ecology and School of Social Sciences

## Undergraduate Student Hire Request Form

PI / Supervisor: \_\_\_\_\_

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

Contact Phone Number: \_\_\_\_\_

Contact E-mail Address: \_\_\_\_\_

**Type of Employment Request** (Select one and indicate pay rate if applicable):

STDT 4 – Pay Range: \$16.90 - \$28.00      Indicate Pay Rate: \_\_\_\_\_

STDT 4 WKSTY – Pay Range: \$16.90 - \$28.00      Indicate Pay Rate: \_\_\_\_\_

Award Letter Accepting work study attached.

STDT PEER CNSLR – Pay Range: \$16.90 - \$28.00      Indicate Pay Rate: \_\_\_\_\_

READER - Non GSHIP – Pay Rate: \$21.22

TUTOR (Learning Assistant) - Non GSHIP – Pay Rate: \$22.14

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

**Work Hours Per Week:** \_\_\_\_\_

KFS Account	Distribution % (Sum of all row values should be 100%)	Project Code (if applicable)	KFS Sub Account (if applicable)	Sub Code 00: Readers & Tutors 02: All Other Appointments

Is the student currently employed by another department on campus?  Yes  No

If yes, which Department? \_\_\_\_\_

Please describe the primary duties and responsibilities of the student employee.

\_\_\_\_\_

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### Approvals & Confirmation:

\_\_\_\_\_  
PI or Account Manager      Date

\_\_\_\_\_  
Fiscal Officer      Date

PI Approval attached in lieu of signed form.

UCPath Transaction By: \_\_\_\_\_  Position  Funding Entry  Hire Transaction