UCI School of Social Ecology

Undergraduate Student Hire Request Form

PI / Supervisor: _____

Student Name: _____

Contact Phone Number: _____

Contact E-mail Address: _____

Type of Employment Request:

☐ STDT 4 – Pay Range: $15.50 - $25.00   Indicate Pay Rate: _____

☐ STDT 4 WKSTY – Pay Range: $15.50 - $25.00   Indicate Pay Rate: _____

☐ READER - Non GSHIP – Pay Rate: $18.40

☐ TUTOR (Learning Assistant) - Non GSHIP – Pay Rate: $19.28

Begin and End Date: _____

Work Hours Per Week: _____

KFS Account	Appointment %	Project Code (if applicable)	KFS Sub Account (if applicable)	To Be Completed by Fiscal Officer Sub Code

Is the student currently employed by another department on campus? 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