

Undergraduate Student Hire Request Form

School of Social Ecology

STUDENT HIRE INFORMATION

Legal Last Name	Legal First Name	Middle Name (if applicable)
Contact Phone Number	UCI Email Address	Alternate Email Address
Tentative Hire Date	Employment End Date	Estimated Work Hours Per Week
Is student currently employed by another department on campus? If yes, state Department.		
Please describe the primary duties and responsibilities of the student employee.		

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 - Non GSHIP - Pay Rate \$19.28		

SUPERVISOR

Supervisor Name Printed	Supervisor Signature	Date

FINANCIAL INFORMATION

KFS Account to Charge Payroll		
Fiscal Officer Name Printed	Fiscal Officer Signature	Date

DEPARTMENT APPROVAL

Department Chair or MSO Signature (if applicable)	Date