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: _________________________

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.

_____________________________________________________________________________________________

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