

Employment Request Form

(Complete form BEFORE any work begins and submit to Global Studies staff)

Employee Name: _____
 (Last, First, Middle)

Home Dept: _____

Email Address: _____

Perm #: _____ Visa Type: _____

Current/Previous UCSB employment: _____
 (Yes/No)

If Yes, Department: _____

Professor: _____

Financial Analyst Use Only

Account Name: _____

Account #: 8 - _____ - _____ - _____

Payroll Title/TC: _____
 (Section 1, Back of page)

Pay Rate: \$ _____
 Month/Hour

#Hours/Week: _____
 (Section 2, Back of page)

Start Date: _____ End Date: _____

Maximum Amount: _____
 Total amount to be charged (including benefits)

Primary Location: _____

Description of Duties to be Performed:

Approvals

I agree to the terms and conditions of the hire.

Employee Signature: _____ **Date:** _____

I authorize this hire.

Faculty Signature: _____ **Date:** _____

SECTION 1 - Payroll Title/TC

ACADEMIC APPOINTMENTS:

- 2850 (Reader – grad student)
- 2851 (Reader – grad student ineligible for fee remission)
- 2500 (Reader – Non-student)
- 3266 (Grad Student Researcher – no fee remission) [Summer Appt.]
- 3276 (Grad Student Researcher – partial fee remission)
- 3284 (Grad Student Researcher – full tuition & fee remission)

NON-ACADEMIC APPOINTMENTS

- 4922 (Student Assistant 1 – grad student)
- 4927 (Student Assistant 1 – Non-student)

STUDENT ASSISTANT vs GRADUATE STUDENT RESEARCHER

Student Assistant title should only be used in cases where the hiring department can demonstrate that:

- The work for which the student is employed is unrelated to the educational objectives of the student's degree program, so the student is unlikely to participate in the production of papers, theses, dissertations, or academic presentations related to the research; and/or
- The student is not expected to play a collaborative role in research production, but is supporting the research by doing routine tasks, such as preparing bibliographies, inputting data, or supervising other students who are performing such tasks.

Graduate Student Researcher title should be used in all cases where:

- The student is performing work that may contribute to the educational objectives of their degree program as described in the preceding paragraphs; and/or
- The student is expected to function as an active collaborator and/or fundamental contributor to the intellectual content of the research.

SECTION 2 – #Hours/Week

Domestic Students – Limited to 50% time; can work up to 75% with home dept. approval

International Students – Limited to 50% time

All Students – Can work 100% time during summer or breaks between quarters

NOTE: Students often have multiple appointments. Be sure of his/her work %'s before hiring anyone AND whether they have fellowship restrictions.

25% = 10 hrs/week

50% = 20 hrs/week

75% = 30 hrs/week