STUDENT EMPLOYMENT REQUEST

Department of Anthropology

Please allow a minimum of TWO WEEKS to process hiring request.

- ***Students must not work until they have signed a job description and received a time card.***
- ***Employment of a grad student who is over time to advance, over time to degree, or will be employed over 75% time requires the Graduate Dean's approval on an Exception to Employment Policy Request, which includes a memo from the student's advisor. Note this may delay the hiring process.***

Supervisor Name: _____ Date of request: _____

Student Name: _____ Grad _____ Undergrad _____

Account/Program to be charged (e.g. "my start-up funds, Academic Senate grant, etc.):

_____

Payroll Title (check one): _____ Student Assistant (hourly) _____ Graduate Student Researcher (% time)

NOTE: During regular academic quarters (Fall Winter Spring), GSR appointments include partial to full fee remission paid from the same funding source as the salary. Fringe benefit costs may be charged to the salary funding source depending upon the account type.

Pay rate: _____ Hours per week: _____

Maximum total hours or funds for appointment: _____

Start date: _____ End date: _____

Location of work to be done: _____

Description of Duties for Job Description (signed by Supervisor and Employee):

_____

Supervisor Signature Employee Signature

_____

FOR OFFICE USE ONLY:
Account/Fund/Project code to charge: _____

Title Code: _____ Percent time: _____

Other student appointments/% time/departments or programs: _____

Exception req'd? _____ Approval: Dept or GradDiv ? Exception to GD: _____ Approval: _____