STUDENT EMPLOYMENT REQUEST
Department of Anthropology

Please allow a minimum of THREE 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):

____________________________________________________________________________________________

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: _______