EMPLOYMENT REQUEST FORM
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 are in Kronos.***
- ***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: _____
LAST   FIRST

Student Name: _____ , _____   Grad _____   Undergrad _____
LAST   FIRST

Student Employee ID Number (*not Perm*) _____   Prior Campus Employment? ☐ Y   ☐ N

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 (must be completed and signed by Supervisor and Employee):

_____
Supervisor Signature   Employee Signature

FOR OFFICE USE ONLY:

Account/Fund/Project code to charge: _8_ - _____   *Project Code:* _____

Title Code: _____   *Percent time:* _____   *Position Number:* _____   *Eff Date:* _____

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

Exception req'd? ____   *Approval: Dept or GradDiv ?*   *Exception to GD:* _____   *Approval:* _____   Revised 1/22/2020