



## Student data

- A. Employee Name: the student's name should be added.
- B. Email: the @UCSB.edu email is recommended -- NOT @umail. Student Data can be found here: [https://secure.identity.ucsb.edu/student\\_directory/](https://secure.identity.ucsb.edu/student_directory/).
- C. Student Status: state whether your employee is an UCSB Graduate Student or Undergraduate student. **Students from other institutions can be hired but additional time and processes are needed for this.** Please contact the Employment Analyst immediately for more information.
- D. Academic Home FRU
  - a. Is your employee in GGSE: CCSP, EDUC, TEP, C&C, or GSED?
  - b. If not, please select "other" and specify their home department.
- E. Position to be modified: this modification form can only modify an existing position for the student. For example, if they are hired as a Student Assistant and a change is needed to move them in a GSR position, **this form will not complete this action**: a new Employment Request form is needed.
- F. Mandatory Location(s): add the location of where the work will be done, for example "remote" or "Education Bldg room 2123." Or, if hybrid, add the specifics of the location(s) when they are not working remotely.

## Current position information

- G. CCOA: identify the **current** Common Chart of Account:
  - a. Chartstring: Entity.Fund.FRU.Account.Purpose.Program.Project.  
Activity.Campus Commitment
  - b. Example: 1811.19900.2701001.536001.40.000.E001234.000000.00000
- H. "Duties have not" change acknowledgement.
- I. Current position to update.
- J. Pay rate: identify the **current** pay. For questions on pay rate please utilize <https://education.ucsb.edu/ggse-resources> that specifies the GSR and Student Assistant Hiring Procedures documents (updated July 2024).
- K. Percent time: identify the **current** percent time of the position.
- L. End date: identify the **current** end date.
- M. Supervisor Name: identify the **current** supervisor.

**New position information (if applicable) -- is only to be fill for updated/new data leave all unchanged data blank.**

- N. Effective Dates: (effective dates not required if only End Date is being modified)
  - a. **NEW** Full-Time Equivalent (FTE) percentage or Payrate effective date to be used
  - b. **NEW** Project effective date to be used

- O. FRU Funding to Change: will the funding go from a Clinic/Center to a Sponsored Projects, or vice versa? Yes or No.
- P. Project #(s): identify the **NEW** Project Number (legacy: Project Codes).
- Q. Pay rate: identify the **NEW** pay.
- R. Percent time: identify the **NEW** percentage of time allocated to project.
- S. End date: identify the **NEW** end date.
- T. Supervisor name: identify the **NEW** supervisor.
- U. Short work break begins: this can help identify the position and student needs to temporarily inactivate the position (up to two quarters). This leverages UC Path's functionality to keep a position without having to go through the rehire process.
- V. Return to work: If the SWB in U is utilized, identify the **NEW** return to work date.