

Gevirtz Graduate School of Education
Employment Request – New Appointment
(Non-Instructional Appointments Only)

Employee may begin work when this completed form is approved, employee eligibility is confirmed, and the employment has been processed in UC Path and when the employment Mod is distributed to PI/supervisor and employee by email. Appointments are contingent on the employee being eligible to work in the requested title, e.g., every student must be a registered under/graduate student in good standing for the duration of the appointment. If required, employment exception form must be approved and background check complete prior to start date. Refer to the hiring guidelines on the GGSE resources page: <https://education.ucsb.edu/ggse-resources>.

Employment requests are processed in the order received. To support an on-time hire please submit to Employment Analyst at least six weeks before the hire date.

Employee Name _____ Email _____@ucsb.edu

Student Status _____ Academic Home Dept. _____

Employee ID # _____ MANDATORY: Location(s) _____
 (e.g. Building # & Room #, Hybrid work, Remote, etc.)

Supervisor/PI requests approval to employ individual as:

Student Assistant

Project Code(s) _____	Pay Rate _____/hour	Percent Time _____
Begin Date _____	End Date _____	Short Work Break Begins _____ Return to Work _____

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Project Code(s) _____	Monthly Salary Point _____	Percent Time _____
Begin Date _____	End Date _____	Short Work Break Begins _____ Return to Work _____

MANDATORY: Description of duties are performed (attach additional pages, if needed):

Works with or observes: Minors/Elders? (<18 or 65+) _____ Dependent Adults? (18-64) _____ Human subject(s)? _____
 Cash or Cash Equivalents? _____ Sensitive or confidential data? _____ Is paid from Fed. or State funds? _____ OR None _____

Supervisor _____ Name _____ Date _____

PI (if other than supervisor) _____ Name _____ Date _____

Account Manager _____ Name _____ Dept Hired in _____ Date _____

Additional Approval (if needed) _____ Name _____ Date _____

To be completed by Employment Analyst: Employment Location _____ Position # _____

Date Received _____ Date Distributed _____

Time card required? Yes No Pay schedule: MO BW 1st Pay Period _____

Intake required? Yes No Received _____ Background check required? Yes No Received _____

CANRA required? Yes No Received _____ Employment Exception Required? Yes No Received _____