CCOA: G _____

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 A _____ **Email** B _____@ucsb.edu

Student Status C _____ **Academic Home FRU** D.a. _____ D.b. _____

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

Supervisor/PI requests approval to employ individual as:

H ⦿ **Student Assistant**

Pay Rate I _____/hour **Percent Time** J _____
Begin Date K _____ **End Date** L _____ **Short Work Break Begins** M _____ **Return to Work** N _____

O ◯ **GSR**

Monthly Salary Point P _____ **Percent Time** Q _____
Begin Date R _____ **End Date** S _____ **Short Work Break Begins** T _____ **Return to Work** U _____

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

V

W **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** _____ **FRU 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 _____

Student data

    A. <u>Employee Name</u>: the student's name should be added.
    B. <u>Email</u>: the @UCSB.edu email is recommended -- NOT @umail. Student Data can be found here: https://secure.identity.ucsb.edu/student_directory/.
    C. <u>Student Status</u>: 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. <u>Academic Home FRU</u>:
        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. <u>Employee ID #</u>: if applicable, add the student's EID (from UCPath).
    F. <u>Mandatory Location(s)</u>: 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.

Position data Student Assistant or GSR

    G. <u>CCOA</u>: identify the **current** Common Chart of Account:
        a. Chartstring: Entity.Fund.FRU.Account.Purpose.Program.Project. Activity.Campus Commitment
        b. Example: 1811.19900.4000108.536001.40.000.E001234.000000.00000
    H. **Student Assistant:** radial button to select a 4922 Student Assistant as classified in Section 1 of the Student Employment Guidelines (UC and Non-UC): https://www.hr.ucsb.edu/sites/default/files/docs/compensation/Student_Employment_Guidelines_Mar_2022.pdf
        c. As of July 2024, all KAC and Hosford Student Assistants will be classified under Job Code 4930.
    I. <u>Pay rate</u>: identify the proposed hourly 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).
    J. <u>Percent time:</u> identify the proposed percent time for the position.
    K. <u>Begin date:</u> identify the proposed begin date.
    L. <u>End date:</u> identify the proposed end date.
    M. <u>Short work break begins:</u> 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.
    N. <u>Return to work:</u> If the SWB in M is utilized, identify the new return to work date.
    O. **Graduate Student Researcher:** radial button to select a 3284 GSR as classified in the Red Binder Section IV-10 - Graduate Student Researcher:

https://ap.ucsb.edu/policies.and.procedures/red.binder/sections/%5B4%5F10%5D%20Graduate%20Student%20Researcher%2Epdf

P. <u>Monthly Salary Point rate:</u> identify the proposed salary point and monthly pay. For question on pay rate please utilize https://education.ucsb.edu/ggse-resources that specifies the GSR and Student Assistant Hiring Procedures documents (updated July 2024).

Q. <u>Percent time:</u> identify the proposed percent time for the position.

R. <u>Begin date:</u> identify the proposed begin date.

S. <u>End date:</u> identify the proposed end date.

T. <u>Short work break begins</u> 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.

U. <u>Return to work:</u> If the SWB in T is utilized, identify the new return to work date.

Position duties, location(s), and items

V. <u>Job Description:</u> identify all pertinent duties for this position including location(s), interactions, and any sensitive data that are being handled.

W. <u>Works with or observes:</u> check off all boxes that apply IF none apply, please check the OR None box. Each selection, or lack of selection, will help identify if a CANRA or Background Check is needed.