

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

Employee may begin work when this completed form is approved and employee eligibility is confirmed. Appointments are contingent on the employee being eligible to work in the requested title (e.g. a GSR must be a registered 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.)

All approvals must be in place at least ten business days before requested begin date

Employee (Legal) Name _____ Email _____@ucsb.edu

Student Status _____

PI/Supervisor requests approval to employ individual as:

Student Assistant

Percent Time _____	Pay Rate \$ _____ per hour	Project code(s) _____
Begin Date _____	End Date _____	

GSR

Percent Time _____	Step _____	Pay Rate \$ _____ per month	Project code(s) _____
Begin Date _____	Year _____	End Date _____	Year _____

Supervisor Name _____

Description of duties to be performed (attach additional pages, if needed)

Yes No

Grad Student Employees only: Are the duties being performed towards the student's degree objectives?

Approvals

Supervisor _____ Date _____

PI (if other than supervisor) _____ Date _____

Grant Administrator/Account Manager _____ Date _____

Additional Approval (if needed) _____ Date _____

To be completed by Employment Analyst:

Date Received: _____ Date Distributed: _____ 1st Pay Period: _____

Pay schedule: MO BW Time card required? Yes No Background check required? Yes No Complete

CANRA required? Yes No Complete Employment Exception Required? Yes No Approved