

Graduate Student Researcher (GSR) Hire Request

Faculty who wish to hire a GSR must complete this form and submit it to Kerry Allen in order to have the student employment eligibility confirmed. This must be done BEFORE the student begins working or is offered employment. UCPATH approvals may take up to two weeks before a student is hired.

Section A: Employment Information (to be completed by faculty)

Name of Faculty Member:	
Name of GSR:	
GSR Email address:	
GSR ID number:	
Funding Source: (Res. Grant, Recruitment/Retention, OID, etc.)	
Percent of time for each time period: (see below chart for guidance):	
Dates of employment:	
One-time payment only: (by agreement)	

% appointment	Average hours per week	Average hours per month	Notes
5%	2 hours	8 hours	Not eligible for fee remissions
10%	4 hours	17 hours	Not eligible for fee remissions
20%	8 hours	35 hours	Not eligible for fee remissions
25%	10 hours	44 hours	Appt at 25% or above includes fee remissions and health insurance, to be paid from salary source
50%	20 hours	87 hours	Maximum allowable time for student employment (all positions combined)
75%	30 hours	130 hours	Requires Grad Division exceptional approval
100%	40 hours	174 hours	Permissible only during quarter breaks or summer

GSRs are exempt and therefore are NOT required to complete time sheets. I understand that it is my responsibility to ensure the GSR fulfills the terms of employment. If eligible for employment, the GSR will receive automatic payments each month for the duration of employment from the funding source indicated, regardless of how many hours have been worked. Based on the percentage of employment, fee remissions and health insurance may be charged to the same source.

Faculty signature

Date

Section B: Department Approvals (to be completed by staff)

1. Confirm requested % time: _____ Other appts: YES NO FLSA code: _____

Approved by: _____ Date: _____

2. FAU: _____ Approved by: _____ Date: _____