

Please hire: _____ Hire Date: _____ End Date: _____

(If employee does not submit time sheets for 30 calendar days, employee will be separated):

Approximate number of hours per week _____ hourly rate _____

To be paid from the following account/cc/fund: _____

Must have Christopher Palomo's financial approval before hire can take place. You are responsible for keeping track of your employee's hours and work effort.

AVAILABLE STUDENT TITLES AND PAY RATES

*Clerical Titles (Front office work, filing, etc.)

- Assistant I or Assistant I Work Study: pay range = \$9.00/hr. min. to \$14.00/hr. max.
- Assistant II or Assistant II Work Study: pay range = \$9.25/hr. min. to \$17.88/hr. max.
- Assistant III or Assistant III Work Study: pay range = \$9.75/hr. min. to \$23.50/hr. max.
- Assistant IV or Assistant IV Work Study: pay range = \$10.50/hr. min. to \$27.75/hr. max.

*Undergraduate Research (research assistant to professors, etc.)

- Student Researcher or Student Researcher Work Study: pay range = \$9.00/hr. min. to \$27.00/hr. max.

*Course/Class Assistance (grading, tutoring, etc.)

- Undergraduate Reader = \$14.00/hr.
- Undergraduate Tutor = \$14.46/hr. (tutoring one-on-one) or \$19.40/hr. (tutoring group sessions)

GSR- Step I -Step 10

- For GSR pay rate information visit: <https://grad.ucla.edu/gss/appm/gsr10stepscale.pdf>

*Job Description : _____

PROFESSOR/SUPERVISOR'S SIGNATURE REQUIRED: _____

To be filled out by Student/Staff

Name: _____ Address _____

Student/Employee ID# _____ E-Mail _____

Date of Birth _____ Phone _____ Date of last Degree _____
(High School, BS, MS, Ph.D.)

Have you been employed by the Chávez Department at UCLA? _____

Are you a current UCLA student? _____ Undergraduate or Graduate student? _____

Do you have work study? _____

Are you registered this current quarter? _____

Are you currently employed elsewhere on campus? _____ If so, please provide us with the Personnel Representative's information.

(Department) _____ (Personnel Representative's Name) _____ (Extension) _____

Hiring Tips and FAQ Answers

1. Please fill out as much as possible on the form.
Failure to fully complete the form may cause delays in hire. We need all information to start the hiring process.
2. If you are unsure of the pay rate, put down the flat dollar amount you wish the student to be paid overall. I will use that number to figure out the hourly pay rate. (i.e. I want the student to be paid a total of \$1200.00).
3. All Undergraduate titles require submission of Biweekly Timesheets. Either electronic timesheets or paper timesheets. Please be sure to have your students turn in these timesheets on time. Please also be sure to approve their timesheets on time, otherwise the student will not be paid in a timely manner.
4. Please note that “Work Study” titles require a different process.
 - a. Please notify me that you would like to hire a student under the “Work Study” title at least 2 weeks in advance.
 - i. Work Study positions must have an ad posted on the Work Study Financial Aid website.
 - ii. Once an ad is posted, it must be approved by the Work Study Financial Aid Office.
 - iii. After the ad is approved, then we can proceed with all other hiring procedures for that student.
5. All Undergraduate employees should not work more than 20 hours a week.
 - a. The total 20 hour per week count includes any other jobs the student may hold on campus. (i.e. If Donald Duck works 5 hours with Department A, and we are hiring Donald in Department B, the max allowable work hours will be 15 hours in Department B.)
6. If you would like to pay the student more than the max hourly rate...
 - a. This is allowed, however a justification memo written by the Faculty Supervisor is required for submission to payroll in order to receive approval of a higher max hourly rate.

******NOTICE******

EMPLOYEES MAY NOT START WORK UNTIL ALL HIRING PAPER WORK IS COMPLETED IN HR OFFICE.

If there are any other inquiries, please feel free to email Brenda Trujillo brendat@chavez.ucla.edu or to call at 310-206-7695.