

REQUEST TO HIRE

Employee Name: _____ Today's Date: _____

Local Address: _____
Street City State Zip Code

Phone no: _____ Email address: _____

Emergency Contact: _____ Phone no: _____

Grant to be charged: _____ Payroll Title: _____

Percentage of Appointment: _____% 100% Salary Rate: _____/ mth or hr

Employment Begin Date: _____ End Date: _____

Graduate Student Researcher (GSR) Benefits Eligibility:

Title Code 3284 (Graduate Student Researcher - Partial Fee Remission): single or multiple GSR appointments that when combined total 100-139 hours (25% - 34%), eligible for health Insurance and partial fee remission.

Title Code 3284 (Graduate Student Researcher - Full Tuition and Full Fee Remission): single or multiple GSR appointments that when combined total 140 hours or more (35% or higher), eligible for health insurance, full fees, and full non-resident tuition (if applicable).

Title Code 3266 (Graduate Student Researcher - No Remission): Appointments during summer.

GSR appointment is contingent on the appointee being a registered graduate student in good degree standing for the duration of the appointment.

University Patent Agreement signed? _____ Yes _____ No

Description of duties (add a page if necessary)

Identity/Work Authorization (new hire or break in service): Employees must be able to provide proof of identity and eligibility to work in the United States.

California resident? Yes No

Currently a student? Yes No Graduate / Undergrad. Major: _____

Other Campus Employment? Yes No Which Department? _____

If "Yes", what title? _____ At what percentage? _____

The following * applies to Graduate Student Researcher employee appointments only:

** My signature below attests that I am currently registered and enrolled in at least 8 units and in good academic standing (i.e. 3.0 GPA and fewer than 12 units of incomplete grades), and not on academic probation or subject to dismissal.*

PI/Supervisor Signature

Date

* Employee Signature

Date

EMPLOYMENT GUIDELINES

GEOGRAPHY DEPARTMENT

ACADEMIC APPOINTMENTS

GRADUATE STUDENT RESEARCHER

Registered graduate student, usually 49% and one year or less, with B.A./B.S. degree, maintaining 3.00 GPA.

Department guidelines effective 10/01/2020.

	Annual	Monthly	Degree status
Step V	\$ 58,834	\$ 4902.83	Students not advanced to candidacy
Step VI	\$ 61,565	\$ 5,130.42	Students advanced to Ph.D candidacy

STUDENT/STAFF TITLES

** Contact Geography staff about titles for NON-STUDENT appointments. Human Resources determines the job title and pay rate based on the job description you provide.*

Student I (4922)	\$14-\$40/hour	* must be a registered student
Student I Non UC (4927)	\$14-\$40/hour	
Student Intern (4740)	\$14-\$40/hour	

Graduate students employed on campus grants (Instructional Improvement or Academic Senate) will be hired in the Student Assistant Series at the appropriate GSR level rate.

In addition to the titles above, there are other employment options for both academic and staff employees. Please consult with the departmental personnel analyst as early as possible to allow sufficient time for classification, recruitment, and hiring.