

**STUDENT ASSISTANT/TUTOR HIRE FORM***Use to appoint Student Assistant titles (with or without recruitment) or Tutors*

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| **STUDENT INFORMATION** (Leave blank if you are requesting recruitment) | | | | | | | | | | | | | | | | | | | |
| **Action Needed:** Choose an item. | | | | | | | |  | | | | | | | | | | | |
| **Name of Hire (Last, First MI):** Click here to enter text. | | | | | | | | **EID (if known):** Click here to enter text. **SID (required):** Click here to enter text. | | | | | | | | | | | |
| **Student Email:** Click here to enter text. | | | | | | | | **Student Phone #:** Click here to enter text. | | | | | | | | | | | |
| **Does the student have another job on campus?**  **Yes  No If yes, FTE/% of other appointment:** | | | | | | | | | | | | | | | | | | | |
| **DEPARTMENT INFORMATION** | | | | | | | | | | | | | | | | | | | |
| **Department:** Click here to enter text. | | | | | | | | **Dept ID:** Click here to enter text. | | | | | | | | **Work Location:** Choose an item. | | | |
| **Supervisor Name:** Click here to enter text. | | | | | | | | **Supervisor Email:** Click here to enter text. | | | | | | | | | | | |
| **APPOINTMENT INFORMATION** | | | | | | | | | | | | | | | | | | | |
| **Position #:\*** Click here to enter text. | | | | | | | | **Payroll Title and Code:** | | | | | | | | | | |  |
| **FTE / %:** Click here to enter text. | | | | | | | | **Fee Remission** (tutor appts only): | | | | | | | | | | |  |
| **Start Date:**  (At least 10 business days from the hire request submission in SN.) | | | | | | | | **End Date:** (End date should be a Monday after the final day of a pay period.) **\*\*** | | | | | | | | | | |  |
| **Pay Rate:** Click here to enter text.  (Must be minimum wage or greater.) | | | | | | | | **Pay Type:** | | | | | | |  | | | |  |
| **Appointment type:**  Variable  Fixed | | | | | | | | **Pay Schedule:** Choose an item. | | | | | | |  | | | |  |
| **JOB DETAILS** (You only need to complete this section if you want BRS-HR to assist with the posting/referral. This section is not applicable for Tutors.) | | | | | | | | | | | | | | | | | | | |
| **Work-Study?**   **Non-Work-Study**  **Is work-study referral required?**  **Yes**  **No** | | | | | | | | **If yes, is the work-study job posted?**  **Yes; job posting #:**       **No** (then attach the job description for BRS-HR to post). | | | | | | | | | | | |
| **If the position is non-Work-Study do you want the job to be posted on “Handshake”?**  **Yes No** If yes, please attach the job description for BRS-HR to post. | | | | | | | | | | | | | | | | | | | |
| **CALTIME**  Use for hourly appointments only | | | | | | | | | | | | | | | | | | | |
| **Meal Break:** Choose an item. | | | |  | | **Shift Length:** Choose an item. | | | | | | | **Shift Occurs:** Choose an item. | | | | | | |
| **Friendly Name:** Click here to enter text. | | | | | | | | | | **Friendly Name Type:** A | | | | | | | | | |
| **FUNDING INFORMATION** | | | | | | | | | | | | | | | | | | | |
| **Start Date** | **End Date** | **FTE / %** | | | **Fund** | | **Org/Dept** | | **Prgm** | | | **Chartfield 1** | | **Chartfield 2** | | |  | | |
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| **APPROVALS**  Email approvals may be provided in lieu of signature(s) below | | | | | | | | | | | | | | | | | | | |
| **Supervisor:** | | | Click here to enter text. | | | | | | | | Signature: | | | | | | |  | |
| **Financial Analyst:** | | | Click here to enter text. | | | | | | | | Signature: | | | | | | |  | |
| **Unit Manager:** | | | Click here to enter text. | | | | | | | | Signature: | | | | | | |  | |
| ADDITIONAL JOB REQUIREMENTS | | | | | | | | | | | | | | | | | | | |
| **Background Check**  **DMV License Pull**   **CANRA Mandated Reporter**  **Physical Exam/Med**  **Other:** Click here to enter text. | | | | | | | | | | | | | | | | | | | |
| Attached:  **Resume**   **Job Description & PEM**  **Signed IOC** | | | | | | | | | | | | | | | | | | | |

**\*** The effective date of Position Number should be on/before the start date. The FTE, title code, FLSA (exempt/non-exempt), and supervisor entered in the Position Number must match the information given in the Hire Request Form

**\*\*** For student appointments the end date should be the *Monday* after the final pay period during which work was performed to allow hours to correctly pass from CalTime to UCPath. The controller’s website has a [2020 pay period calendar](https://controller.berkeley.edu/sites/default/files/employee_paydate_calendar_2020.pdf) available.

Additional information

Student Assistants: title codes, minimum wage, and salary setting is available on the [HR website](https://hr.berkeley.edu/compensation-benefits/compensation/salary-and-pay/non-represented). (Scroll to the bottom of the page for information specific to the student assistant series.)

Tutors: [Tutor title codes & rates](https://hr.berkeley.edu/labor/contracts/BX/current-rates) | [Appointment, Qualifications, Restrictions](https://grad.berkeley.edu/financial/appointments/handbook/#rtsalaries) | [Fee remissions](https://grad.berkeley.edu/financial/fee-remissions/)