

**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:**  |  |
| **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** |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **COMMENTS** |
|       |
| **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/)