



# ASIAN LANGUAGES & LITERATURE

UNIVERSITY of WASHINGTON

College of Arts & Sciences

## HOURLY STUDENT APPOINTMENT REQUEST

Submit completed form to the department administrator, Youngie Yoon. Please note that hourly students are paid based on duties, experience, and specialized knowledge as provided by the supervisor. All hiring requests must be submitted at least two weeks prior to the appointment start date for processing.

For more hiring information, see:

**Titles & Classifications:** <http://www.washington.edu/admin/hr/laborrel/contracts/uaw/contract/a14.html>

**International Students:** <http://www.iss.washington.edu/node/48>

**Current student pay schedule:** <http://www.washington.edu/admin/hr/ocpsp/student/index.html>

### STUDENT INFORMATION

Student Name: \_\_\_\_\_

Student Email: \_\_\_\_\_

Student ID: \_\_\_\_\_

Hiring Faculty Member: \_\_\_\_\_

Timesheet Approver: \_\_\_\_\_

Hourly Rate: \_\_\_\_\_

Budget #: \_\_\_\_\_

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

### TYPES OF WORK TO BE PERFORMED

(Reading, grading, teaching/research assistance, etc.):

### OFFICE USE ONLY

Administrator's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Request Processed: \_\_\_\_\_

Date: \_\_\_\_\_

Comments:

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