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](http://www.washington.edu/admin/hr/laborrel/contracts/uaw/contract/a14.html)
International Students: [http://www.iss.washington.edu/node/48](http://www.iss.washington.edu/node/48)
Current student pay schedule: [http://www.washington.edu/admin/hr/ocp/student/index.html](http://www.washington.edu/admin/hr/ocp/student/index.html)

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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.):

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OFFICE USE ONLY

Administrator’s Signature: ___________________________  Date: ___________________________
Request Processed: ___________________________  Date: ___________________________

Comments:

Asian Languages and Literature
225 Gowan Hall  Box 353521  Seattle, WA 98195-3521

Revised August 6, 2013