

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: