

Berkeley Campus Shared Services

Student Employment Authorization Form

RESEARCH UNIT:

ACTION: New Hire/Rehire Renewal/Extension Fund Change Separation Work-Study Limit

1. Name of Student: _____ Student ID: _____
2. Hiring Authority/Supervisor: _____ Student's Phone Number: _____
3. Student's Email: _____
4. Student's Expected Graduation Date (mm/dd/yyyy): _____
5. Appointment Starts (mm/dd/yyyy): _____ Ends (mm/dd/yyyy): _____

Employment Title	Hourly Pay Rate
Student Asst. 2 (4921)	\$ _____ (\$12.53-15.00)
Student Asst. 3 (4920)	\$ _____ (\$12.53-20.00)
Student Asst. 4 (4919)	\$ _____ (\$16.00-35.00)

6. Percent of Appointment (e.g. 10 hrs ÷ 40 hrs/wk = 25.00%): _____ %

7. Does student have Work-Study Funding: Yes No

* Student has exhausted all Work-Study Funds. Please charge entire salary on fund provided below.

8. Funding/Chartstring: _____

9. Brief Description of Job Duties and Qualifications:

10. Comments

Student Signature:

Date:

PI/Faculty Mentor Name:

PI Signature:

Date:

* Minimum wage increase effective 10/1/2016.

Please submit to ServiceNow: <http://sharedservices.berkeley.edu/hr-aps-sn-resources>