Student Employment Action Form

Please read instructions carefully before completing the form.

Before Hiring

The Department is responsible for completing the Student Employment Action form and attaching the Short-Term/Student application (for new hires). In addition, the Department must obtain the required departmental approvals and submit the completed form to Human Resource Services. The Unit Chair/PI or Administrator is responsible for checking the budget to confirm adequate funds are available to support the request. The following criteria must be met prior to hiring:

- Start dates CANNOT be same day or retroactive. If you have a retroactive non-salaried student hire, the start date must be pushed out a <u>minimum of 2 weeks</u> from the current date the hiring unit received your completed hiring form. <u>NO work by the student is permitted prior to their start date</u>.

- ASE students and other salaried students, including those receiving scholarships/stipends, have very strict start dates, and <u>cannot be retroactive</u>. *See next section for ASE appointment notification timelines*:

  Autumn Quarter: Hiring form submitted no later than 9/1. *Start date 9/16*
  Winter Quarter: Hiring form submitted no later than 12/1. *Start date 12/16*
  Spring Quarter: Hiring form submitted no later than 3/1. *Start date 3/16*
  Summer Quarter: Hiring form submitted no later than 6/1. *Start date 6/16*

After this form is completed, approved and received in Human Resource Services, new hires (and if applicable, current employees) will be contacted by Human Resource and Workday to complete employment papers. It is recommended that prior to hiring any student employees a manager should review the most up to date resources and information regarding hiring and managing student employees available at https://hr.uw.edu/studentemployment/resources-for-managers/. Notable items on that page include the minimum unit requirements for a student to be eligible for employment, how to apply veteran's preference, background check information, and required trainings such as the Sexual Misconduct Disclosure (SMD) for graduate students that must be completed prior to start date.

Appointment Notification Timeline

A. Incoming students shall be notified of their appointments no later than April 1st, and will have until April 15th to respond to the offer.
B. Continuing students whose appointments begin in Autumn Quarter shall be notified of their appointments no later than June 1st and will have two weeks to respond to the offer, except in exceptional situations as outlined in Article 4, section 3 of the ASE contract.
C. Students whose appointments begin in any other quarter shall be notified at least 30 days prior to the beginning of the work assignment and will have one week to respond to the offer, except in exceptional situations as outlined in Section 3.

Work Hour Limits

Student hourly employees are limited to working 19.5 hours per work week during a quarter in which the student is enrolled but may work more than 19.5 hours per work week during school breaks or when "on leave." Hourly students with Work Study may not work more than 19 hours on any given week.

Employee Types at CBE

Student Assistant (or Student Assistant-Graduate) - These are hourly employees that must minimally make minimum wage. These positions should be reserved for non-academic, non-research positions. This is not a union governed job title. Limited to 19.5 hours per week. Example: student computing assistants, office administrative assistants

Reader/Grader - Hourly employees assisting with course work but no teaching or instructional duties. This position is governed by the UW-UAW contract.

Teaching Assistant, Research Assistant, Staff Assistant (ASE) - Graduate students assisting in teaching/instruction or research projects. These positions earn benefits and tuition waivers if the students meet certain criteria. They may be appointed at variable rates dictated by the duties they are completing and associated FTE. To earn the tuition waiver and benefits, the students must be enrolled in 10 credits (during the regular academic year), be paid at 50% FTE for 5 of the 6 pay periods in a quarter. A lower FTE will result in a higher pay rate but no GAIP insurance or tuition waiver. A higher FTE must obtain Graduate School approval. Teaching assistants are paid at their appointing department rate; research assistants are paid at their home department rate.

Graduate Summer Research Assistant (GRSA) - Students not enrolled full-time over summer (12 credits) may be paid as hourly GRSAs. These students have pre-determined pay rates based on which degree they are pursuing. They may also work up to 40 hours per week during the summer.

Work Study Student Assistants - See Student Assistants above. The budget will be charged 40% of the student hours and their work study award will cover the remaining 60%. Limited to 19 hours per week, required 40 hours per week during summer quarter.

Work Study Teaching or Research Assistants - If a student has work study, they may be able to be hired hourly to do TA or RA work. These students have a pre-determined pay rate (see table).

Any other student hires not listed above should be discussed with HR prior to moving forward to ensure compliance with the ASUW contract and employee limitations.

NOTE: SUMMER QUARTER WORK STUDY EMPLOYMENT: If a student has work study for summer quarter, they must not be enrolled in summer quarter classes and must work 40 hours per week. Start and end dates must align with work study summer quarter schedule.

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COLLEGE OF BUILT ENVIRONMENTS
UNIVERSITY *of* WASHINGTON

Student Employment Action Form

Employee Information:

Name (*first, middle, last*): _____

UW NetID: _____

Contact e-mail: _____

Student ID number: _____

Grad/Undergrad: _____

Section 1: *New Hires/Rehires and Compensation*			
Position Title			
Appointing Department			
Manager		Submission Date	
Start Date		End Date	
Is Funding Approved?		Hourly Rate	
Monthly salaried rate (if ASE)		% FTE (50% max)	
If ASE, is student premaster, intermediate, or candidate level?			
Work Study Award Letter? (If so, copy of award must be submitted to a CBE HR representative)			