



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 minimum of 2 weeks from the current date the hiring unit received your completed hiring form. NO work by the student is permitted prior to their start date.
- ASE students and other salaried students, including those receiving scholarships/stipends, have very strict start dates, and cannot be retroactive. 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 - 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 GRSA's. 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.

Hiring Options

The University offers various work opportunities for student hires based on the following profiles. Please review the link and descriptions outlined in this form to select the appropriate hire.

<https://hr.uw.edu/studentemployment/about/>

Non - UW Students

Job Profile	Pay Structure	Usage/Duties	Guidelines
Assistant	18.69 - 75.00	Work Study Eligible	Not subject to hourly limit on temp hourly or hourly limits

UW Students

- Hiring Duties: student will perform "support tasks" this does not include research related projects. Please see ASE
- Duration: short term hires
- Cost: wage
- Wage structure- hourly

Job Profile	Pay Structure	Usage/Duties	Guidelines	Term
Undergraduate Teaching Helper	Hourly – at least min Wage - CBE \$18.69/hour	Undergrad student position that provides academic pursuit and growth	Job description to define support task. 19.5 hours per week during enrollment	Year Round
Undergraduate Student Assistant	Hourly – at least min Wage - CBE \$18.69/hour	Undergrad student hourly employment performing a variety of support tasks	Job description to define support task.	Year Round
Student Assistant Graduate	Hourly – at least min Wage - CBE \$22/hour	Grad student hourly employment performing a variety of support tasks	Job description to define support task.	Year Round
One Payment – Student	Varies	One time single installments for services rendered, a job duty fulfilled or a lump sum payment. Ex: award, employee referral, supplemental pay, work study award set up	Should never be used to reconcile an underpayment (compensation)	Year Round

Collective Bargaining Agreement Workers- UAW Academic Student Employees ASE

- Hiring Duties: student will perform Research, Teaching Assistants, Readers, Graders, Tutor, Graders
- Duration: Long term hires – academic year
- Cost: wage, childcare, tuition
- Wage structure- hourly and salary

Salaried ASE shall mean an ASE who is appointed on a percentage FTE basis. Appointment percentages may vary, but are normally fifty percent (50%) for at least one academic quarter. ASE with 50% FTE will not be required to work for more than 220 hours per quarter. . Appointment shall not be required to work more than an average of 20 hours a week, and shall not exceed 30 hours in a given week.

Hourly ASE shall mean an ASE who is engaged in projects or assignments for the University on an hourly basis. Appointments and re appointments for one academic year autumn, winter and spring

Job Profile	Pay Structure	Usage/Duties	Guidelines	Term
Reader Grader	Hourly Range \$22 Masters \$25 PhD	Non Teaching/Research Academic Assistance	Undergrad or Grad student	Academic Year
Tutor	Hourly Range \$18.69 undergrad \$22 Masters	Tutoring	Undergrad or Grad student	Academic Year
UG Teaching Assistant	Hourly Range- CBE \$18.69 hour undergrad \$22 hour Master's	Assist in Teaching	Undergrad or Grad student	Academic Year
Undergrad Research Assistant	Hourly Range- CBE \$18.69 hour under- grad / \$22 Master's	Research	Undergrad or Grad student	Academic Year
Stipend Grad C Trainee	Stipend per Grant- varies https://isc. uw.edu/your-pay- taxes/stipend-pay- ments-explanation/		Grad student- used to pay a scholarship or fellowship	Year Round
Teaching Assistant	Base \$2,664 schedule 1 \$4,552 schedule 2 \$2,664 schedule 3	Teaching	Premaster	Academic Year
Predocutorial Teaching Associate I	Base + 7.5% \$2,863 schedule 1 \$4,751 schedule 2 \$2,863 schedule 3	Teaching	Post-master or equivalent	Academic Year



Job Profile	Pay Structure	Usage/Duties	Guidelines	Term
Predoctoral Teaching Associate II	PDTA I + 7.5% \$3,076 schedule 1 \$4,964 schedule 2 \$3,076 schedule 3	Teaching	Candidate	Academic Year
Predoctoral Instructor	PDTA II Minimum \$3,076 schedule 1 \$4,964 schedule 2 \$3,076 schedule 3	Teaching own class	Pre- or Post masters, or	Academic Year
Research Assistant	Base \$2,664 schedule 1 \$4,552 schedule 2 \$2,664 schedule 3	Research	Pre-master	Academic Year
Predoctoral Research Associate I	Base + 7.5% \$2,863 schedule 1 \$4,751 schedule 2 \$2,863 schedule 3	Research	Intermediate Post-master or equivalent	Academic Year
Predoctoral Research Associate II	PDRA I + 7.5% \$3,076 schedule 1 \$4,964 schedule 2 \$3,076 schedule 3	Research	Canidate	Academic Year
Staff Assistant	Base \$2,664 schedule 1 \$4,552 schedule 2 \$2,664 schedule 3	Non Teaching/Research academic assistance	Pre-master	Academic Year
Predoctoral Staff Associate I	Base + 7.5% \$2,863 schedule 1 \$4,751 schedule 2 \$2,863 schedule 3	Non Teaching/Research academic assistance	Post-master or equivalent	Academic Year
Predoctoral Staff Associate II	PDRA I + 7.5% \$3,076 schedule 1 \$4,964 schedule 2 \$3,076 schedule 3	Non Teaching/Research academic assistance	Post-master or equivalent	Academic Year
Graduate Research Student Assistant GRSA	Hourly Rate based on equivalent % FTE Rate Premaster - \$35.26 Intermediate \$37.90 Candidate \$40.72	Research	Graduate	Summers Only

<div> COLLEGE OF BUILT ENVIRONMENTS UNIVERSITY of WASHINGTON</div>	CBE HUMAN RESOURCES
	Student Employment Action Form

Action Type: Fill out the section of this form that correlates to the action marked.

- ☐ New Hire
- ☐ Rehire
- ☐ Termination
- ☐ Compensation Change
- ☐ One-time Payment
- ☐ Stipend/Scholarship
- ☐ Period Activity Pay (PAP)

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			

Section 2: <i>Terms of Employment</i>			
Number of Credits Enrolled In			
Remote working location (if other than WA state on-campus)			
Already a UW Employee? Where?			
Work Study Award? (If so, copy of award must be submitted to a CBE HR rep)		Work Study job #	
Country of Citizenship		Does Student Have a SSN?	
US Citizen, Foreign national, Permanent resident, or Alien authorized to work in the US			

Section 3: <i>Termination</i>	
Why is this student being terminated?	
End Date	

Section 4: <i>One-time Payment</i> (Payment for extra work conducted one time outside of position responsibilities)	
Total Payment Amount	
Description of Work	
Earliest date for payment to take	
Worktag to Charge	

Section 5: *Stipend/Scholarship*

Stipend Amount	
GAIP or NRD required?	
Description of Work	
What are the start and end quarters?	
Graduate or Undergraduate	
Student #	
Worktag To Charge	

Section 6: *Period Activity Pay (PAP)*

(Payment for temporary ongoing services and/or activities that exceed or fall outside the student's standard workload assignment)

Total Payment Amount	
Description of Work	
Start and End Dates	
Graduate or Undergraduate	
Worktag to Charge	