



# Student Employment Information

Please review the information provided on this sheet before submitting your Student Hire Request.

## Before Hiring

Please note that no work may begin prior to the student employee's start date.

[Link to Student Hire Request Form](#)

Refer to [this link](#) for general student employment information.

## Hourly Student Hires

Please submit the Student Hire Request form no later than **2 weeks** prior to the student's start date for hourly student hires (Student Assistant, Reader Grader, GRSA, etc.). The hiring unit must send an offer letter to hourly ASEs (Academic Student Employees). Reader Graders are classified as ASEs, but Student Assistants are not. The offer letter must be signed by the student and kept on file for one year.

## Salaried Student Hires (TA/RA)

Please submit the Student Hire Request form no later than **4 weeks** prior to the salaried ASE's start date. For salaried ASEs, the start date is the first day of the quarterly pay period (refer to the dates listed below). Salaried ASEs must receive an offer letter no later than 4 weeks prior to their start date. The offer letter must be signed by the student and kept on file for one year.

- ❖ Autumn Quarter: Start date 9/16
- ❖ Winter Quarter: Start date 12/16
- ❖ Spring Quarter: Start date 3/16
- ❖ Summer Quarter: Start date 6/16

## Hire Process and Employment Details

After receiving the Student Hire Request form, BE HR will enter the hire details in Workday. Please allow at least one week for the student hire to be processed in Workday. Once the hire is complete, BE HR will contact the student to schedule an [I-9](#) appointment (new hires only). I-9s must be completed within 3 days of the student's start date.

## Work Hour Limits

Hourly student employees are limited to 19.5 hours/week during the quarter in which the student is enrolled. Students are permitted to work more than 19.5 hours/week during breaks or when in approved leave status. Work Study student employees are limited to 19 hours/week during the academic year.

## Student Employee Types

**Student Assistant** - Hourly student employees appointed to non-academic, non-research positions, for example: computing assistants, administrative assistants, etc.

**Reader/Grader** - Hourly student employees who assist with coursework and class management but do not perform instructional duties. Reader Graders are classified as ASEs and are represented by the [UAW ASE Local 4121 union contract](#).

**Teaching Assistant (TA), Research Assistant (RA)** - Graduate or PhD students whose primary duties consist of teaching or research. TAs and RAs are classified as ASEs and are represented by the [UAW ASE Local 4121 union contract](#). These positions may receive health insurance coverage (GAIP) and a tuition waiver, depending on how they are appointed. To receive health insurance coverage and a tuition waiver, students must be enrolled for a minimum of 10 credits during the regular academic year and be paid at 50% FTE for 5 of the 6 pay periods in a quarter. A student employed at less than 50% FTE will receive a higher pay rate but will not receive health insurance or a tuition waiver. Refer to [this link](#) for TA/RA salary details.

**Work Study** - Under the [Work Study program](#), departments benefit from having 60% of the hourly student employee's wages paid through Federal or State Work Study funds. Work Study students must submit confirmation of their Work Study award to the department Administrator before their hire can be entered in Workday. During the academic year, Work Study student employees are limited to 19 hours/week.

Summer Work Study students are *required* to work full-time, 40 hours/week from July 1 until the last working day prior to the start of Autumn Quarter.

NOTE: The full-time Work Study policy will be changing effective Summer 2027.

**Summer Quarter Only: Graduate Research Student Assistant (GRSA)** – This job title is to be used only during Summer Quarter for RAs who are *not* registered for courses during summer. Under Article 24 of the [UAW ASE Local 4121 union contract](#), GRSA's must be paid at least the equivalent rate for the position for which they would qualify if registered and paid via a regular salaried RA position. Refer to [this link](#) for salary details. GRSA's may work up to 40 hours/week during Summer Quarter.

Please refer to [this link](#) for additional ASE job titles and job descriptions.

Questions? Email the CBE HR team at [be-hr@uw.edu](mailto:be-hr@uw.edu).