

Division of Social Sciences
GRADUATE STUDENT RESEARCHER (GSR) ACTION FORM

SECTION I: To be completed by GSR

NAME: _____ DATE OF BIRTH: _____

PHONE: _____ E-MAIL: _____ Major/Dept. of Study: _____

Student status this quarter: PhD Advanced to Candidacy/**Step 3** PhD Not Advanced to Candidacy/**Step 2**
 Master's/**Step 2**

U.S. CITIZEN? Yes No California resident? Yes No

If you are presently working or have ever worked on campus, please indicate date and location of position.

Date: _____ Location: _____

I certify that the information I have provided is accurate, and I am not working more than 50% during either the Fall, Winter &/or Spring quarter(s).*

Signature / Date

*****IMPORTANT INFORMATION -- PLEASE READ*****

- ❖ If you are not currently working on campus, **YOU MUST SIGN EMPLOYMENT FORMS in the Social Sciences Academic Payroll Office (460 Humanities/Social Sciences Bldg.) BEFORE YOU BEGIN WORKING.** It is recommended that you contact Ben Ruwe at 459-3994, or email ruwe@ucsc.edu to arrange an appointment to sign employment forms. **You must provide valid ID at that time.**
- ❖ You may not work more than 50% time during any academic quarter without prior Graduate Division approval, excluding breaks.
- ❖ The following section will need to be completed by the Department, P.I. and Research Analyst *prior* to signing employment forms and before your appointment can be processed.

SECTION II: To be completed by Principal Investigator and Department

Check Quarter: Fall / Winter / Spring/ **Summer*** Or specify dates: _____

P.I. Name/Dept: _____ FOAPAL: _____

P.I. Approval: _____ / _____ Dept. Approval: _____ / _____
(Date) (Date)

Total allocated percentage to be worked this quarter (or dollar amount)**: _____
(Please indicate percentage for the **entire** quarter** or for the dates specified above)

SECTION III: To be completed by Research Analyst

FOAPAL: _____ Research Analyst signature: _____ / _____
(Date)

Additional FOAPAL(s) (for split-funded payments, please include percent per acct): _____

Total allocated percentage to be worked this quarter (or dollar amount)**: _____
(Please indicate percentage for the **entire** quarter** or for the dates specified above)

- * = **GSRs can work up to 100% time during the summer. Unless otherwise specified, summer dates are set as 7/1-9/30.**
- ** = If a GSR works 25% or more per quarter, PI/Department must cover all applicable fees.

Soc Sci only uses steps 2 & 3, with step 3 being reserved for graduate students who have advanced to candidacy.
GSRs affiliated with other divisions will be appointed at the step determined by their home division.

Appointment Action completed on: _____ by: _____ GSR **Step 2** or **Step 3**

Last revised 10/27/09