

New appointment

Revisions to an existing appointment

Employee ID# _____

READER / TUTOR EMPLOYEE REQUEST FORM

*Required fields are marked with an asterisk **

Hiring Unit *: _____

Date Prepared | _____

SECTION I: Person To Be Hired

Name as it appears on my UCSC * _____

Email* _____

Date of Birth* _____

Citizenship Status* US Citizen

Non US Citizen

If Non Citizen: _____

Visa type

Expiration date

Student Status * Undergrad

Grad

Non-Student

Employment Status * Current Employee

Non-Employee

Previous Employee

Work Study Status * Non Work Study

Work Study

If WS, use funds for this position? Yes No

If you are currently employed with another unit on campus please provide the following details *:

Position _____

Employing Unit _____

Quarter _____

Percent of time _____

I certify that the information I have provided above is accurate and, between all my jobs, that I will not be working more than 50% time at any point during this appointment, without prior approval, excluding breaks

Signature of Student _____

Date _____

NOTE: If you are not currently working on campus, **YOU MUST SIGN EMPLOYMENT FORMS** in the Social Sciences Academic HR Office **BEFORE YOU BEGIN WORKING.** Contact Jenifer Sosa, jrsosa@ucsc.edu to schedule an appointment to complete employment paperwork.

SECTION II: Hiring Department Information

Course Number * _____

Course Name * _____

F W S Summer
F 10/1-12/31, W 1/1-3/31, Spr 4/1-6/30, Su 7/1-9/30

Supervisor Name * _____

Email* _____

@ucsc.edu

Extension _____

Department / College Authorization * _____

Date _____

Section III: Position Informtion

Title Code _____

Position Title * _____

Start Date * _____

End Date* _____

Hours / Week or % Time * _____

FOAPAL * _____

% _____

/

Secondary FOPAL (if any) _____

% _____

Pay Type / Rate (check one or both) * Hourly, INDIVIDUAL

\$ _____

\$

Hourly, GROUP
(Tutor only)

\$ _____

Funding Authorization * _____

Date _____

Please send the **completed** Employee Request Form, along with the Description of Duties sheet to Social Sciences Academic Personnel Office MAILSTOP: Dean's Office, or fax 831-459-3802, or email to Jenifer Sosa, jrsosa@ucsc.edu.