HUMANITIES DIVISION
READER (student and non-student), TUTOR, and REMEDIAL TUTOR
EMPLOYEE REQUEST FORM for Continuing, New Hire, and Rehire

<table>
<thead>
<tr>
<th>Hiring Department</th>
<th>Account</th>
<th>Fund</th>
<th>Activity Code</th>
<th>Sub</th>
<th>Date Prepared</th>
</tr>
</thead>
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<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name/Supervisor and Extension or Email Address</th>
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<tr>
<th>Average Number of Hours to be Worked Each Week/if applicable</th>
<th>Department Allocation (Not to Exceed)</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
</table>

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<tr>
<th>Person to be Hired</th>
<th>Local Address</th>
<th>College and Box</th>
</tr>
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</table>

<table>
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<tr>
<th>Employee ID#</th>
<th>Date of Birth</th>
<th>Local Phone</th>
<th>Email</th>
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</thead>
</table>

**FIXED OR HOURLY TUTOR** (Title Code 2860 or 2861)

- Undergraduate (circle one) FR SO JR SR
- Work Study ER#__________
- Non-Work Study
- Grad Student
- Fixed Pay - No Time Sheet - ______hours/week
- ______ hours/week with a Time Sheet
- Fall Quarter
- Winter Quarter
- Spring Quarter

**REMEDIAL TUTOR** (Title Code 2280 or 2288)

- Undergraduate (circle one) FR SO JR SR
- Work Study ER#__________
- Non-Work Study
- Grad Student
- Check one or both: Hrly, SINGLE Hrly, GROUP
- Fixed percent pay ________(write in amount) 2862 or 2863

**READER** (Title Code 2850, 2851, or 2500 for non-student)

- Undergraduate (circle one) FR SO JR SR
- Work Study ER#__________
- Non-Work Study
- Grad Student
- Non-Student with BA

**For Humanities HR Office Use Only**

- Current employee
- Non-employee
- BA Degree
- Previous Employee: Unit: __________ Date: __________
- U.S. Citizen
- Non-U.S. Citizen
- Visa Type
- Sent 1 / ALL TS
- Added to DB
- OEU done
- Home Department/Code: 000

Approval of hire:

Department Chair, Assistant or Principal Investigator Signature: ____________________________

Date: __________

Please send the completed original Employee Request Form, along with the Description of Duties sheet to Helen Stroud-Finley, Humanities AHR Office, MAILSTOP: HBO, HUMANITIES BUILDING 1. Xerox a copy for your records.

Form Updated 07/2014