

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

<u>Hiring Department</u>	<u>Account - Fund - Activity Code - Sub</u>	<u>Date Prepared</u>
<u>Course Number</u>	<u>Course Name/Supervisor and Extension or Email Address</u>	F W SP SUM Quarter (circle choice/s)
<u>Average Number of Hours to be Worked Each Week/if applicable</u>	<u>Department Allocation (Not to Exceed)</u>	<u>Start Date</u>
		<u>End Date</u>
<u>Person to be Hired</u>	<u>Local Address</u>	<u>College and Box</u>

<u>Employee ID#</u>	<u>Date of Birth</u>	<u>Local Phone</u>	<u>Email</u>
---------------------	----------------------	--------------------	--------------

IMPORTANT: Person may not begin working before notification by the Humanities AHR Office that all necessary employment forms have been completed. Contact Helen Stroud-Finley, 459-4246 or hmstroud@ucsc.edu, to schedule an appointment for sign-up. The Department submitting the Student Employee Request Form does not have the authority to hire and will be held responsible if work begins before person to be hired has completed required paperwork.

FIXED OR HOURLY TUTOR (Title Code 2860 or 2861)

Undergraduate (circle one) FR SO JR SR
 Work Study ER# _____

_____ Student signs/dates or emails okay to use ws funds

Non-Work Study

Grad Student

Fixed Pay - No Time Sheet - _____ hours/week

_____ hours/week with a Time Sheet

Fall Quarter Winter Quarter Spring Quarter

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

Undergraduate (circle one) FR SO JR SR

Work Study ER# _____ Non-Work Study

\$ _____ Hum or Split \$ _____ Hum / _____

_____ Student signs/dates or emails okay to use ws funds

Grad Student Non-Student with BA

REMEDIAL TUTOR (Title Code 2280 or 2288)

Undergraduate (circle one) FR SO JR SR

Work Study ER# _____ Non-Work Study

\$ _____ Hum or Split \$ _____ Hum / _____

_____ Student signs/dates or emails okay to use ws funds

Grad Student

Check one or both: Hrly, SINGLE Hrly, GROUP

Fixed percent pay _____ (write in amount) 2862 or 2863

Per Qtr Mth or _____

Approval of hire:

<u>Department Chair, Assistant or Principal Investigator Signature</u>	<u>Date</u>
For Humanities HR Office Use Only	
<input type="checkbox"/> Current employee	<input type="checkbox"/> U.S. Citizen
<input type="checkbox"/> Non-employee	<input type="checkbox"/> Non-U.S. Citizen
<input type="checkbox"/> BA Degree _____	<input type="checkbox"/> Visa Type _____
<input type="checkbox"/> Previous Employee:	
Unit: _____	Date: _____
<input type="checkbox"/> Sent 1 / ALL TS	<input type="checkbox"/> Added to DB
<input type="checkbox"/> OEU done	
Home Department/Code: 000 _____	

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.