

Berkeley Regional Services

STUDENT HIRING & EMPLOYMENT AUTHORIZATION FORM

Use this form to either hire and/or recruit a new student assistant. Fill this form with as much information as you have.

REQUESTED ACTION* (Choose ONLY ONE option)									
New Hires or Rehires with a break in service may <u>NOT</u> begin working until Onboarding is complete									
New Hire			Rehire		Extension		Concurrent Hire		Is this a Recruitment:
STUDENT INFORMATION									
Name of Student:				Student ID:					
Phone Number (optional):				Employee ID Number (if applicable):					
Student Email:				Expected Graduation Date:					
Does the Student have another job on Campus:									
HIRING DEPARTMENT INFORMATION									
Department/Unit:									
Authority/Supervisor:									
Authority/Supervisor Employee ID:				Authority/Supervisor Position Number:					
TITLE & SALARY INFORMATION									
Minimum Wage increase effective July 1, 2020									
For more information about Student Assistant appointments, please review the link below: https://hr.berkeley.edu/compensation-benefits/compensation/salary-and-pay/non-represented									
Start Date:				End Date:		Rate:			
Percent of Appointment (e.g. 10 hrs ÷ 40 hrs/wk = 25%):				Pay Frequency (BYA ONLY):					
				Does the student have Work-Study Funding:					
For assistance with determining percentage of appointment based on standard hours, please review the link below: https://hr.berkeley.edu/sites/default/files/attachments/FTE-to-Standard-Hours.pdf									
Work Location:									
FUNDING INFORMATION									
Position Number:									
Distribution %	Funding Agency	Agency Type	GLBU	Fund	Org ID	Program	Chartfield 1	Chartfield 2	
CALTIME OPTIONS (optional)									
Friendly Name:			Meal Break Length:		Shift Length:		Shift Occurs:		
If a CalTime Delegate is needed, please review the following link for additional information: https://caltime.berkeley.edu/help/how-delegate-supervisor-tasks									

DESCRIPTION OF JOB DUTIES (or provide Work-Study Job Post number)

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NOTES

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RECRUITMENT (if applicable)

<i>POST RECRUITMENT ON</i>	<i>HOW TO APPLY</i>	
<input type="checkbox"/> Work-Study Site	<input type="checkbox"/> Call:	<input type="checkbox"/> Fax Resume:
<input type="checkbox"/> Handshake	<input type="checkbox"/> Email Resume:	
<input type="checkbox"/> Other:	<input type="checkbox"/> Pick up Application:	
<input type="checkbox"/> Other:	<input type="checkbox"/> Mail Resume:	

JOB QUALIFICATIONS

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ADDITIONAL JOB REQUIREMENTS – (IF NEEDED)

<input type="checkbox"/> Background Check	<input type="checkbox"/> DMV License Pull	<input type="checkbox"/> CANRA Mandated Reporter	<input type="checkbox"/> Physical Exam/Med
<input type="checkbox"/> Other:			
<input type="checkbox"/> Other:			

APPROVALS

Attach email approval if needed in lieu of signature approval below

Preparer (if applicable):	Signature:	Date:
Fund Officer Name:	Signature:	Date:
PI/Faculty/Manager Name:	Signature:	Date:

Attached: Resume Job Description Signed IOC Other:

PLEASE SUBMIT COMPLETED FORM (& ATTACHMENTS, IF APPLICABLE) TO SERVICENOW: http://Berkeley.service-now.com/ess/hr_catalog.do