|  |
| --- |
| REQUESTED ACTION\* *(Choose ONLY ONE option)* |
| **\*New Hires or Rehires with a break in service may *NOT* begin working until Onboarding is complete\*** |
| [ ]  **New Hire** | [ ]  **Rehire** | [ ]  **Extension** | [ ]  **Concurrent Hire** | **Is this a Recruitment:** |  |
| STUDENT INFORMATION |
| **Name of Student:** | First Name & Last Name | **Student ID:** |       |
| **Phone Number** *(optional)***:** |       | **Employee ID Number** *(if applicable)***:** |       |
| **Student Email:** |       | **Expected Graduation Date:** |       |
| **Does the Student have another job on Campus:**  |  |  N/A → Dept./Unit |
| 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> |
|  *Select from drop-down to display title/job codes* | **Rate:**       *Select from Student Appt. drop-down to display rates* |
| **Start Date:**  |       | **End Date:** |  | **Pay Frequency (BYA ONLY):** |   |
| **Percent of Appointment (e.g. 10 hrs ÷ 40 hrs/wk = 25%):**       | **Does the student have Work-Study Funding:** |  |
| N/A -----------------------------------------------> |       |
| **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:** Building/Floor/Room # |
| 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)* |
|       |
| NOTES |
|       |
| RECRUITMENT *(if applicable)* |
| *POST RECRUITMENT ON* | *HOW TO APPLY* |
| [ ]  Work-Study Site | [ ]  Call: |       | [ ]  Fax Resume: |       |
| [ ]  Handshake | [ ] Email Resume: |       |
| [ ]  Other: |       | [ ]  Pick up Application: |       |
| [ ]  Other: |       | [ ]  Mail Resume: |       |
| *JOB QUALIFICATIONS* |
|       |
| *ADDITIONAL JOB REQUIREMENTS – (IF NEEDED)* |
| **[ ]  Background Check** | **[ ]  DMV License Pull** | **[ ]  CANRA Mandated Reporter** | **[ ]  Physical Exam/Med**  |
| **[ ]  Other:**  |  |
| **[ ]  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>