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| 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** | |
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| 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)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *POST RECRUITMENT ON* | | | | | | | | | | | | | | | | | | | | | | | | | | | *HOW TO APPLY* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Work-Study Site | | | | | | | | | | | | | | | | | | | | | | | | | | | Call: | | | |  | | | | | | | | | | Fax Resume: | | | | | | |  | | | | | | | | | |
| Handshake | | | | | | | | | | | | | | | | | | | | | | | | | | | Email Resume: | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | |
| Other: |  | | | | | | | | | | | | | | | | | | | | | | | | | | Pick up Application: | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | |
| Other: |  | | | | | | | | | | | | | | | | | | | | | | | | | | Mail Resume: | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | |
| *JOB QUALIFICATIONS* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| *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>