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 _NOT_ 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	
	Rate:
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:**
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			

Updated: *August 2021*

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

Updated: *August 2021*