

## Graduate Student Employment Request

Appointment will not be entered into PPS or GSFR, and student-employee will not be paid, until we receive this approved form

Employee Name \_\_\_\_\_ Perm # \_\_\_\_\_ Fellowship? \_\_\_\_\_  
Yes/No

Email Address \_\_\_\_\_ Home Dept. \_\_\_\_\_

Current/previous UCSB employment? \_\_\_\_\_ If Yes, Department \_\_\_\_\_  
Yes/No

PI/Supervisor \_\_\_\_\_ Grant Agency/Account # \_\_\_\_\_

ISBER requests approval from home department to employ student as:

Payroll Title/T.C. \_\_\_\_\_ Pay Rate \$ \_\_\_\_\_ Step \_\_\_\_\_  
Month/Hour

Begin Date \_\_\_\_\_ End Date \_\_\_\_\_ # Hours/Week \_\_\_\_\_ Qtr. \_\_\_\_\_

Maximum Amount \_\_\_\_\_ Primary Work Location \_\_\_\_\_  
Total amount to be charged to grant (including benefits)

Description of Duties to be Performed:

A GSR appointment is contingent on the appointee being a registered graduate student in good standing for the duration of the appointment. An appointment to this title may be for a period of one year or less and is self-terminating.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

By signing this form, the representative of the home department verifies that:

The student meets all appointment eligibility criteria so a request for exception to policy is not needed, OR an exception to employment policy has been approved and is attached. In addition, the student is making good progress toward his/her degree and this employment will not interfere with the students' progress.

Do you approve of an appointment in excess of 50% time:  YES  NO

If NO, and you disagree with the above Step & Rate, please provide an appropriate level for this student based on your department's criteria:

Pay Rate \$ \_\_\_\_\_

Step \_\_\_\_\_

Department Chair or Faculty Graduate Advisor: \_\_\_\_\_  
Signature Date

Is this prospective employee a near relative?  YES  NO

\*A near relative is defined as a spouse, domestic partner, parent, child (including the child of a domestic partner), or sibling. In-laws and step-relatives in the relationships listed, including relatives of the domestic partner who would be covered if the domestic partner were the employee's spouse, are also defined as near relatives.

If Yes, please provide the following information:

Name (s) \_\_\_\_\_ Relation \_\_\_\_\_ Campus & Dept. \_\_\_\_\_

### Approvals

Principal Investigator \_\_\_\_\_ Grant Administrator \_\_\_\_\_  
Signature Date Signature Date

A GSR appointment of 25-35% requires payment of UC-SHIP and a Partial Fee Remission from the grant. An appointment of 35% or greater requires payment of Full Fees & UC-SHIP from the grant. This money must be specifically allocated in the approved grant budget.

The criteria for appointment to each of the six steps listed below are provided as guidelines for departments. Departments may make appointments at higher or lower steps as long as all GSRs in the department are treated consistently. In the absence of departmental step criteria, the following serve as guidelines for appointments to the various steps:

Step I	Pre-Masters degree, with no previous GSR experience \$3,163/month (\$18.18/hour)
Step II	One year's graduate work completed \$3,409/month (\$19.59/hour)
Step III	Post-Masters degree, or completion of at least two academic years of full-time graduate degree work at UCSB \$3,781/month (\$21.73/hour)
Step IV	Post-Masters degree plus completion of at least one year GSR \$4,084/month (\$23.47/hour)
Step V	Advancement to doctoral candidacy \$4,355/month (\$25.03/hour)
Step VI - X	Advancement to doctoral candidacy plus at least two years GSR experience
	Step VI      \$4,558/month (\$26.20/hour)
	Step VII     \$4,923/month (\$28.29/hour)
	Step VIII    \$5,315/month (\$30.55/hour)
	Step IX     \$5,741/month (\$32.99/hour)
	Step X      \$6,199/month (\$35.63/hour)

The appointee to this title must hold a BA/BS degree, must be a full-time registered graduate student, and must have a grade point average of 3.0 or above. Employment is limited to a maximum of 50% time, either in GSR positions alone, or in combination with any other appointment at the University. (100% employment is permissible during off-quarter periods and during summer break.)