



Please complete all the sections of form, especially paying attention to the red/required boxes. More information about appointments can be found on the back of this form. Please do not hesitate to reach out if you have any questions or concerns.

Main Point of Contact:

Date of Job Offer:

Supervisor of Employee:

(who will be approving timesheets)

Appointment Information

Title:

Working Title:

(Working title is required for all appointments. It should be related to the work being performed.)

*Once a student has graduated they can no longer hold a student appointment and must be a temporary researcher (9-month or 12-month limit) or permanent research faculty.

Job Description:

For teaching support, please list course. For research support, please list project.

Speedtype:	Percentage:	Speedtype:	Percentage:
Speedtype:	Percentage:	Speedtype:	Percentage:

As PI of the speedtype mentioned above, I agree to these conditions of employment for the listed employee (only if PI is not Supervisor).

Print Name: _____ Signature: _____

Pay Rate: \$ _____ Percentage of Appointment (40 hours = 100%): _____ %

(Hourly rate - student assistant, temporary researcher and temporary aide; monthly/annual - all other appointments)

Start Date: _____ End date: _____

*For non-student appointments, please factor in 2 weeks for a background check to be completed.

Employee Information

Has this person ever worked for CU? _____ Employee ID: _____

*If no, your employee will be emailed a link to collect their personal information for set up.

Employee Name: _____

Email: _____

(STUDENTS ONLY) Is your employee eligible for work-study? _____

Funding Approval:

(Finance Team Member, signature)

Hourly Appointment Information:

- **Must initiate appointment 1 week prior to desired start date**
- Student employees are limited to a maximum of 25 hours per week, or 50 hours per bi-weekly pay period, during the fall and spring semesters. They are not limited over summer and can work up to 40 hours per week (or 80 hours per bi-weekly pay period).
- Recommended ME pay rates for student assistants broken down by experience in role being hired into:

TITLE	JOB CODE	MINIMUM	MAXIMUM
Student Assistant I	4101	\$15.00	\$21.40
Student Assistant II	4102	\$15.00	\$23.00
Student Assistant III	4103	\$16.60	\$27.80
Student Assistant IV	4104	\$18.20	\$31.00

Click here for [Detailed Job Descriptions](#)

Undergraduates

1st and 2nd semester = \$15.00
3rd and 4th semester = \$15.50
5th and 6th semester = \$16.00
7th, 8th and beyond = \$16.50

Graduates

1st and 2nd semester = \$18.00
3rd and 4th semester = \$18.50
5th and 6th semester = \$19.00
7th, 8th and beyond = \$19.50

- Department course support pay rates:
Undergraduates \$15.50/hour Graduates \$18.50/hour
- Earn Learn Apprentice (ELA) pay rates (Dean's office covers \$7/hour):
Undergraduates \$16.00/hour Graduates \$19.00/hour
- Discovery Learn Apprentice (DLA) pay rates (Dean's office covers \$7.50/hour): \$15.00

Monthly Graduate Student Appointment Information:

- **Must initiate appointment 1 week prior to desired start date**
- Series Options: Research Assistant, Teaching Assistant, Graduate Part-time Instructor, Pre-Doctoral Trainee
- Provides a stipend, tuition waiver, and partial insurance coverage
- Academic year appointments can not exceed 50% without completing a petition for grad student overload appointment form (<http://www.colorado.edu/GraduateSchool/funding/docs/petitionforoverloadappointments.pdf>)
 - Over 50% appointments are acceptable in the summer
- 50% appointment pay rates (paid monthly): pre-prelim & post-prelim \$2,838, and post-comp \$2,971

Research Faculty Appointment Information:

- **Must initiate appointment 1 month prior to desired start date. Requires a background check, which takes 2 weeks.**
- Series Options: Postdoctoral Associate, Professional Research Assistant (PRA), Senior PRA, Research Associate, and Senior Research Associate
- Temporary Options: Temporary Researcher (paid hourly/biweekly; limited to 9-month or 12-month appointment), Visiting Researcher, Research Affiliate (unpaid)
- **Post-Doctoral Fellowship** ("Post-Doc Fellows") appointments are restricted to individuals who receive fellowship awards directly from the funding agency and have a direct reporting relationship to the funding agency rather than having an "employer-employee" relationship at the University of Colorado Boulder. Individuals appointed as "Post-Doc Fellows" receive slightly different benefits and are ineligible to earn leave accruals during the Post-Doc Fellowship.

Temporary Appointment Information:

- **Must initiate appointment 1 month prior to desired start date. Requires a background check, which takes 2 weeks.**
- Hourly appointment, paid biweekly and must complete biweekly timesheets
- Limited to working **9 months** in a rolling 12-month period
- Non-research appointment.

POI Appointment Information:

- **Must initiate appointment 1 week prior to desired start date**
- Recommended for those who need VPN access.

Type A: IdentiKey Only
(campus login to access services such as portals & appear online directory)

- POI_Other
- POI_Volunteer

Type B: IdentiKey and Email
(campus login to access services such as portals, email, & appear online directory)

- POI_Affiliate
- POI_Visiting Scholar

Type C: IdentiKey and Exchange Email
(similar services to Staff & Faculty)

- POI_Pre-Employment
- POI_Security Access