



# Geological Sciences

## University of Colorado Boulder

### ***Payroll Action Request***

#### **Student Assistant Position**

Date to Front Office: \_\_\_\_\_ Date of Hire: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Supervisor ID #: \_\_\_\_\_

Speedtype(s): \_\_\_\_\_ % \_\_\_\_\_ %

#### **Employee Information**

Employee Name: \_\_\_\_\_

Employee Email Address: \_\_\_\_\_

Ever worked for CU? ☐ Y ☐ N\* If "Y", Employee ID #: \_\_\_\_\_

**\*If no, please include new hire paperwork (personal information worksheet and emergency contact sheet)**

☐ New Hire ☐ Rehire Work Study? ☐ Y ☐ N

**❖Please Note: University policy states that students may only work 25 hours/week during Fall and Spring semesters. Students may work up to 40 hours/week during the Summer.**

#### **Position Information:**

Appointment Term(s): ☐ AY ☐ Fall ☐ Spring ☐ Summer

Job Description	Minimum	Maximum	Pay Rate	Additional Comments
Student Assistant I - Entry/Semi Skilled	\$12.00	\$17.13	_____/Hr	
Student Assistant II - Intermediate/Advanced	\$12.00	\$20.02	_____/Hr	
Student Assistant III - Specialist/Lead	\$13.43	\$23.11	_____/Hr	
Student Assistant IV - Paraprofessional	\$16.95	\$29.18	_____/Hr	

#### **Front Office Use Only**

Position #: \_\_\_\_\_ Employee ID#: \_\_\_\_\_ Job Record #: \_\_\_\_\_

Background check completed: \_\_\_\_\_