



***Payroll Action Request***

**Graduate Research Assistant (GRA) Position**

Date to Front Office: \_\_\_\_\_  
 Supervisor Name: \_\_\_\_\_ Supervisor ID #: \_\_\_\_\_  
 Supervisor Signature: \_\_\_\_\_  
 Speedtype(s): \_\_\_\_\_ % \_\_\_\_\_ %

**Employee Information**

Employee Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_  
 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)**

Date of Hire: \_\_\_\_\_ End Date: \_\_\_\_\_ % Time\*\*: \_\_\_\_\_

Pay Rate (select classification for pay rate):            Post Comps    OR            Pre Comps

**\*\* A student may not be hired for more than a 50% position during Fall and Spring semesters. If this position pushes the student over 50%, you must contact the graduate school and request an Overload Petition.** Link to graduate school petition form: <http://www.colorado.edu/GraduateSchool/funding/admin.html>.

**Position Information:**      Appointment Term(s):      AY            Fall            Spring            Summer

Brief Job Description:

Specify any special summer instructions:

**Business Office Use Only**

Position #: \_\_\_\_\_ Employee ID#: \_\_\_\_\_ Job Record #: \_\_\_\_\_  
 Background check completed: \_\_\_\_\_