



Mechanical Engineering

UNIVERSITY OF COLORADO BOULDER

Engineering Center
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Instructions: (1) Complete all the sections of form, except grey area at bottom. (2) Bring form to the HR Coordinator, who will review and follow up on missing information, prior to submitting to the Finance Manager for funding approval. (Note: Funding questions should be directed to the Finance Manager.)

Date of Hire: _____ Dept./Contact: _____

Speedtype: _____ Appointment Percentage: _____
(Based on hours works - 40 hours/week = 100%)

Pay Rate: _____ Approval: _____
(Finance Team Member, signature)

Employee Information:

Employee Name: _____

Email: _____

Must be filled out:

Monthly/Salary _____ Hourly _____ Eligible for work-study? Yes No

Has this person ever worked for CU? Yes No

*If no, new hire paperwork is required (personal information worksheet and emergency contact sheet)

Employee ID: _____

Job Information:

Title: _____ (Please see reverse side for help)

*Once a student has graduated they can no longer hold a student appointment and must be a 9-month temporary aide or research faculty.

*Teaching support, please list course: _____ *Research support, please list project: _____

Start Date*: _____ End date: _____ *Employee **cannot** begin working until the I-9 process is completed with HR Coordinator. Therefore, start date will be delayed until employee has completed I-9 form.

For **Research Faculty & Temporary Aides, please provide job description: _____

Supervisor Name: _____ Supervisor Position # _____

As PI of the speedtype mentioned above, I agree to these conditions of employment for the listed employee:

Print Name: _____

Signature: _____

For MCEN Use Only:

Jobs@CU: _____ Position #: _____ Job Code: _____ FERR000149- _____

BGC: Criminal ___ Financial ___ Other ___ Not Needed ___ Results: Passed ___ Failed ___ Date: _____

Personal Info Worksheet/Emergency Contact: _____ I-9 Completion Date: _____ Offer Letter: _____

Search Waiver/Summary: _____ Vice Chancellor for Research Checklist: _____ ePAR HIR _____ Date _____

Appointment Entered in HCM: _____ (Sign)

Hourly Appointment Information:

Effective January 1, 2018, the Colorado minimum wage is \$10.20.

- 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 pay rates for student assistants broken down by student academic level:

TITLE	JOB CODE	MINIMUM	MAXIMUM
Student Assistant I	4101	\$10.20	\$16.21
Student Assistant II	4102	\$11.10	\$19.11
Student Assistant III	4103	\$12.95	\$22.29
Student Assistant IV	4104	\$16.33	\$28.10

Click here for [Detailed Job Descriptions](#)

Teaching/Office Support: Freshman \$11.00/hour, Sophomore \$11.50/hour, Junior \$12.00/hour, Senior \$12.50/hour, Graduate \$15.50/hour
Research Support: Freshman \$10.50/hour, Sophomore \$11.00/hour, Junior \$11.50/hour, Senior \$12.00/hour, Graduate \$15.50/hour

- Earn Learn Apprentice (ELA) and Discovery Learning Apprentice (DLA) pay rates (Dean's office covers \$6/hour):
Undergraduates \$12.50/hour Graduates \$15.50/hour

*ELAs and DLAs are allotted 150 hours a semester (average of 10 hours a week over 15 weeks)

**If you need more hours from your employee, please let us know so we can accommodate you.

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 \$2500, post-prelim \$2600, and post-comp \$2700

Research Faculty Appointment Information:

- Must initiate appointment 1 month prior to desired start date
- Series Options: Postdoctoral Associate, Professional Research Assistant (PRA), Senior PRA, Research Associate, and Senior Research Associate
- 2018 Vice Chancellor of Research Due Dates (date job posting must be entered, date offer letter must be received)
Important Vice Chancellor deadlines/policies for setting up appointments, which we have no control over and must adhere to
[Chancellor's Personnel Report Due Dates](#)
- **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 week prior to desired start date
- Hourly appointment, paid biweekly and must complete biweekly timesheets
- Limited to working 9 months in a rolling 12-month period
- Students who are no longer actively enrolled in courses cannot hold a student appointment, and therefore are recommend to be a temporary aide (graduated students who are not staying on permanently)

POI Appointment Information:

- Must initiate appointment 1 week prior to desired start date

Type A: IdentiKey Only (campus login to access services such as portals & appear online directory)	Type B: IdentiKey and Email (campus login to access services such as portals, email, & appear online directory)	Type C: IdentiKey and Exchange Email (similar services to Staff & Faculty)
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