



**Mechanical Engineering**  
UNIVERSITY OF COLORADO **BOULDER**

Engineering Center  
427 UCB  
Boulder, CO 80309-0427  
Phone: (303) 735-6262  
email: Kassie.VanPelt@colorado.edu

**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?

Has this person ever worked for CU?

\*If no, your employee will be contacted by the HRSC to get their personal information for set up.

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: \_\_\_\_\_

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

Supervisor Name: \_\_\_\_\_

As PI of the speedtype mentioned above, I agree to these conditions of employment for the listed employee (only if PI and Supervisor are not the same person):

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**For MCEN Use Only:**

Jobs@CU: \_\_\_\_\_ Position #: \_\_\_\_\_ Job Code: \_\_\_\_\_ FERR000149- \_\_\_\_\_

BGC: Criminal \_\_\_ Financial \_\_\_ Other \_\_\_ Not Needed \_\_\_ Results: Passed \_\_\_ Failed \_\_\_ Date: \_\_\_\_\_

I-9 Completion Date: \_\_\_\_\_ Search Waiver/Summary: \_\_\_ Vice Chancellor for Research Checklist: \_\_\_ Offer Letter: \_\_\_

## 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 pay rates for student assistants broken down by student academic level:
  - Freshman \$12.00/hour
  - Sophomore \$12.50/hour
  - Junior \$13.00/hour
  - Senior \$13.50/hour
  - Graduate \$16.50/hour
- Earn Learn Apprentice (ELA) and Discovery Learning Apprentice (DLA) pay rates (Dean's office covers \$6/hour):
  - Undergraduates \$13.50/hour
  - Graduates \$16.50/hour

Effective January 1, 2020, the Colorado minimum wage is \$12.00.

TITLE	JOB CODE	MINIMUM	MAXIMUM
Student Assistant I	4101	\$12.00	\$17.13
Student Assistant II	4102	\$12.00	\$20.02
Student Assistant III	4103	\$13.43	\$23.11
Student Assistant IV	4104	\$16.95	\$29.18

Click here for [Detailed Job Descriptions](#)

\*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.

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## 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 (GPTI), 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](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 \$2532, post-prelim \$2600, and post-comp \$2700
- GPTI Contract Rates at 50%: pre-prelim \$13,394, post-prelim \$13,700, and post-comp \$14,150

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## 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
- Temporary Options: Temporary Researcher (paid hourly/biweekly), 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.

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## 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)

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## 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)