Paul M. Rady 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.)**

Main Point of Contact: Date of Job Offer:

Supervisor of Employee: (who will be approving timesheets)

Appointment Information

Title:

Working Title:

(Required for Research Faculty and Student Assistant Non-course Support Appointments)

*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 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 pay rates for student assistants broken down by experience:

TITLE	JOB CODE	MINIMUM	MAXIMUM
Student Assistant I	4101	$12.32	$17.13
Student Assistant II	4102	$12.32	$20.02
Student Assistant III	4103	$13.43	$23.11
Student Assistant IV	4104	$16.95	$29.18

Click here for [Detailed Job Descriptions](#)

Undergraduates	Graduates
1st and 2nd semester = $12.50	1st and 2nd semester = $15.50
3rd and 4th semester = $13.00	3rd and 4th semester = $16.00
5th and 6th semester = $13.50	5th and 6th semester = $16.50
7th, 8th and beyond = $14.00	7th, 8th and beyond = $17.00

- Department course support pay rates:
  Undergraduates $13.00/hour   Graduates $16.00/hour
- Earn Learn Apprentice (ELA) pay rates (Dean's office covers $6/hour):
  Undergraduates $13.50/hour   Graduates $16.50/hour
- Discovery Learn Apprentice (DLA) pay rates (Dean's office covers $6.16/hour): $14.00

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 $2532, 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
- 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 **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
- 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