



University of Colorado Boulder
Department of Psychology & Neuroscience

Payroll Action Request

Graduate Research Assistant (GRA) Position

Date to Business 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): Pre Comps OR Post 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): Fall Spring Summer

Brief Job Description:

Specify any special summer instructions:

Business Office Use Only

Position #: _____ Employee ID#: _____ Job Record #: _____

Background check completed: _____

Revision Date: 12/2019