



Payroll Action Request

Student Assistant Position

Date to Business Office: _____ Date of Hire: _____

Supervisor Name: _____ Supervisor ID #: _____

Speedtype(s): _____ % _____ %

Employee Information

Employee Name: _____

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)**

New Hire Rehire Work Study? Y N

❖Please Note: University policy states that students may only work 25 hours/week during Fall and Spring semesters. Students may work up to 40 hours/week during the Summer.

Position Information:

Appointment Term(s): AY Fall Spring Summer

Job Description	Minimum	Maximum	Pay Rate	Additional Comments
Student Assistant I - Entry/Semi Skilled	\$16.00	\$32.92	_____/Hr	
Student Assistant II - Intermediate/Advanced	\$16.85	\$34.62	_____/Hr	
Student Assistant III - Specialist/Lead	\$17.69	\$36.31	_____/Hr	
Student Assistant IV - Paraprofessional	\$18.54	\$38.00	_____/Hr	

Business Office Use Only

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

Background check completed: _____