

## Graduate Assistantship

### AUTHORIZATION TO HIRE

STUDENT ID No.:

Social Security No.: XXX-XX-

STUDENT NAME:

- I have discussed the position and hours with the department supervisor and I feel I am capable of meeting these requirements
- I understand that I am not able to begin work until I receive notification from the HR Office that the HR paperwork is completed
- I understand that this is a paying job and I must perform the duties assigned

STUDENT SIGNATURE:

DATE:

HIRING DEPARTMENT:

SEMESTER:

COURSE CODE/TITLE or PROJECT:

Proposed start date :

ROLE : Select job type

HOURS/WEEK:

SUPERVISOR:

- I have discussed the position and hours with the student and I feel they are capable of meeting the position requirements
- The position description is attached
- I have informed the student that they must complete the work documents in the CCS Payroll/HR Office prior to starting the position

SUPERVISOR SIGNATURE:

DATE:

GRADUATE STUDIES:

Position approved per the attached position description.

GRADUATE STUDIES SIGNATURE:

DATE:

HUMAN RESOURCES:

Hourly pay rate for all Graduate Assistantship roles: \$18/hour

Budget Account: 4015-7040

HR Paperwork completed and notification sent to all below:

Student

Position Supervisor

Graduate Studies

Payroll

HUMAN RESOURCES SIGNATURE:

DATE:

PAYROLL:

Position added to TimeClockPlus. Supervisor and Graduate Studies Program Manager have been given approval rights.

PAYROLL SIGNATURE:

DATE: