



Graduate Student Employment Request

Appointment will not be entered into UCPATH or GSFR, and student-employee will not be paid, until we receive this approved form

Employee Name _____ Perm # _____ Fellowship? _____
Yes/No

Email Address _____ Home Dept. _____

Current/previous UCSB employment? _____ If Yes, Department _____
Yes/No

PI/Supervisor _____ Grant Agency/Account # _____

ISBER requests approval from home department to employ student as:

Payroll Title/T.C. _____ Pay Rate \$ _____ Step _____
Month/Hour

Begin Date _____ End Date _____ # Hours/Week Primary _____ Qtr. _____

Maximum Amount _____ Work Location _____
Total amount to be charged to grant (including benefits)

Room/Cubicle _____

Description of Duties to be Performed:

Employee Signature _____ **Date** _____

COVID-19 Policy

As a condition of employment, you will be required to comply with the University of California Policy on Vaccination Programs – With Updated Interim Amendments. All Covered Individuals under the policy must provide proof of receiving the COVID-19 Vaccine Primary Series or, if applicable, submit a request for Exception (based on Medical Exemption, Disability, Religious Objection, and/or Deferral based on pregnancy or recent COVID-19 diagnosis and/or treatment) no later than the applicable deadline. All Covered Individuals must also provide proof of receiving the most recent CDC-recommended COVID-19 booster or properly decline such booster no later than the applicable deadline. New University of California employees should refer to Exhibit 2, Section II.C. of the SARS-CoV-2 (COVID-19) Vaccination Program Attachment for applicable deadlines. All Covered Individuals must also provide proof of being Up-To-Date on seasonal influenza vaccination or properly decline such vaccination no later than the applicable deadline. Please refer to the Seasonal Influenza Vaccination Program Attachment. (Capitalized terms in this paragraph are defined in the policy.) Federal, state, or local public health directives may impose additional requirements

Is this prospective employee a near relative?* YES NO

**A near relative is defined as a spouse, domestic partner, parent, child (including the child of a domestic partner), or sibling. In-laws and step-relatives in the relationships listed, including relatives of the domestic partner who would be covered if the domestic partner were the employee's spouse, are also defined as near relatives.*

If Yes, please provide the following information:

Name (s) _____ Relation. _____ Campus & Dept. _____

Approvals

Principal Investigator _____ Grant Administrator _____
Signature Date Signature Date

A GSR appointment of 25-35% requires payment of UC-SHIP and a Partial Fee Remission from the grant. An appointment of 35% or greater requires payment of Full Fees & UC-SHIP from the grant. This money must be specifically allotted in the approved grant budget.

The criteria for appointment to each of the six levels listed below are provided as guidelines for departments. Departments may make appointments at higher or lower steps as long as all GSRs in the department are treated consistently. In the absence of departmental step criteria, the following service as guidelines for appointments to the various steps:

Level I \$5,090.00

Level II \$5,484.50

Level III \$5,909.58

Level IV \$6,367.58

Level V \$6,861.08

Level VI \$7,392.83

The appointee to this title must hold a BA/BS degree, must be a full-time registered graduate student, and must have a grade point average of 3.0 or above. Employment is limited to a maximum of 50% time, either in GSR positions alone, or in combination with any other appointment at the University. (100% employment is permissible during off-quarter periods and during summer break.)