



## Employment Request Form

Employee Name \_\_\_\_\_ Student Status \_\_\_\_\_  
Undergrad/NA

Email Address \_\_\_\_\_ Home Dept. \_\_\_\_\_

Current/Previous UCSB employment? \_\_\_\_\_ If Yes, which Department? \_\_\_\_\_  
Yes/No

PI/Supervisor \_\_\_\_\_ Grant Agency/Account # \_\_\_\_\_

Payroll title/TC \_\_\_\_\_ Pay Rate \_\_\_\_\_ # Hours/Week \_\_\_\_\_  
Month/Hour

Begin Date \_\_\_\_\_ End Date \_\_\_\_\_

Maximum Amount \_\_\_\_\_ Primary Work Location \_\_\_\_\_  
Total amount to be charged to grant (including benefits)

Description of Duties to be Performed:

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

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