



GRADUATE/PROFESSIONAL STUDENT EMPLOYMENT

Not for undergraduate students. For undergraduate students, use JSIS-84.

Not for Work Study students. To hire a Work Study student, see

<https://www.washington.edu/workstudy/hiring-a-work-study-student/>.

The Henry M. Jackson School of International Studies
University of Washington, Box 353650

THIS FORM MUST BE COMPLETED BEFORE YOU HIRE A GRADUATE OR PROFESSIONAL STUDENT

HOURLY: To be employed hourly as a student, the graduate or professional student must meet the following minimum enrollment requirements (not including correspondence credits) – 4 credits (Ph.D. candidates working on dissertations – 2 credits). Hourly student employees are limited to working **19.5** hours per week when classes are in session. Student employees may work more than 19.5 hours per week during school breaks or when “on leave”. See <https://hr.uw.edu/comp/student-employees/> for more information.

SALARIED: For a graduate student to be a “salaried” employee (% of FTE), the student’s employment must be in compliance with the Academic Student Employee (ASE) labor contract, including a letter of employment with detailed job description, and salary commensurate with qualifications. See <https://hr.uw.edu/labor/academic-and-student-unions/uaw-ase/ase-contract>.

DATE _____ PERSON SUBMITTING FORM/PROGRAM _____
SUBMITTER’S E-MAIL _____ SUBMITTER’S PHONE # _____
STUDENT’S NAME _____ STUDENT’S E-MAIL _____
(last name, first name, middle initial)
STUDENT ID # _____ ENROLLED THIS QUARTER? YES NO
THIS STUDENT IS A US CITIZEN RESIDENT ALIEN NON-RESIDENT ALIEN
SUPERVISOR _____
(name of person who will approve time sheets, etc.)
BEGIN DATE _____ END DATE _____ BUDGET NUMBER _____ - _____
PCA* _____
BUDGET AUTHORIZATION SIGNATURE _____
(person with signature authority on this budget)

CLASSIFICATION (select one): PREMASTER INTERMEDIATE PH.D. CANDIDATE

JOB TITLE _____

MIGHT THIS STUDENT BE AN ACADEMIC STUDENT EMPLOYEE COVERED BY THE ASE CONTRACT?

See “What is an ASE?” at <https://hr.uw.edu/labor/staff-unions/frequently-asked-questions>

NO, not covered by ASE contract

JOB TITLE _____

HOURLY PAY RATE \$ _____

JOB DESCRIPTION (attach additional sheet if necessary)

YES, covered by ASE contract

JOB TITLE _____

% FTE _____

REQUIRED ATTACHMENTS:

- **LETTER OF APPOINTMENT**
Templates at <https://hr.uw.edu/labor/forms-and-templates>
- **STUDENT’S ACCEPTANCE**
- **JOB DESCRIPTION (may be part of letter of appointment)**
For questions about salary rates, please contact JSIS Payroll

Submit form (only by e-mail) to the JSIS Business Office Payroll Coordinator