



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

IMPORTANT: For all hires submitted from the 1st to the 15th, the start date will be the 1st of the following month. Submission is from the 16th to the end of the month the actual hire date will be the 16th of the following month.

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 _____

COST CENTER _____ WORK TAG _____

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>

<p>NO, not covered by ASE contract</p> <p>JOB TITLE _____</p> <p>HOURLY PAY RATE \$ _____</p> <p>JOB DESCRIPTION <i>(attach additional sheet if necessary)</i></p>	<p>YES, covered by ASE contract</p> <p>JOB TITLE _____</p> <p>% FTE _____</p> <p>REQUIRED ATTACHMENTS:</p> <ul style="list-style-type: none"> • 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
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Submit form (only by e-mail) to the JSIS Business Office Payroll Coordinator