

Undergraduate biweekly employee hire form

I. ACTION STATUS (To be filled out by the Student)

Name: _____ STUDENT ID: _____

Email address : _____ Name of Professor: _____

Number of hours you anticipate working per week. _____ Anticipated end date for employment: _____

NOTE: BEFORE YOU MAY BEGIN WORKING, YOU MUST COMPLETE AN I-9 FORM WITH OUR DEPARTMENT UNLESS YOU ARE ALREADY EMPLOYED BY UCLA. Please see Paula Columbia in 5731A Boelter Hall (paula@ea.ucla.edu) to make an appointment to complete the I-9 form and other hire papers. You will need to have a photo ID such as a passport or a drivers license. For this meeting you will also need to have your social security card, your student ID card and your banking information, including bank name, account number and electronic routing number.

Signature of Student: _____ Date: _____

*** You will submit Electronic Timesheets to be paid.

II. JOB ASSIGNMENT INFORMATION (To be filled by the Supervisor or PI)

CAMPUS ADDRESS OF EMPLOYMENT: _____

JOB TITLE : _____ Hours per week to work _____

BEGIN DATE _____ END DATE _____

RATE OF PAY: \$ _____ Account number for payroll charges: _____
Per Hour

Signature of Professor or Supervisor: _____ Date: _____

Secondary authorizer to approve TRS E-timesheets: _____

Please print the name.

FOR BUSINESS OFFICE USE ONLY BELOW THIS LINE

III. FUND AUTHORIZATION (To be completed by fund manager)

Full accounting number including sub

Fund Manager Signature: _____ Date: _____