

REQUEST FOR STUDENT APPOINTMENT

Non-TAs ONLY

If you'd like to use this as a fillable form, please open it with Adobe

NOTE: FWA forms are required for student workers including outside Austin, out-of-state, and international and alternate work schedules.

Requested by: _____ on _____
Name Date

Please Appoint:

Name: _____

UT EID: _____

Email address: _____

To whom will the student report? _____

UT Job Title: *(These are the most common student job titles; LBJ HR will consult with you if the duties match a different student job title. LBJ HR will work with you to ensure that the student is assigned to a job title that corresponds to their job duties.)*

_____ Graduate Research Assistant (GRA)

- *Student academic job title, default work arrangement is hybrid flexible location (a flexible combination of onsite and offsite work) and fully flexible schedule*
- *For graduate students performing academic research; examples of GRA duties include but are not limited to: data collection, data management, data analysis, writing reports, co-authoring papers for publication*
- ***GRAs must be enrolled for at least 9 hours during a long semester and 3 hours in a summer session and must be in good academic standing to be eligible to work in this title***
- *GRAs must be appointed for at least 20 hours per week for 4.5 continuous months to be eligible for benefits*

_____ Undergraduate Research Assistant (URA)

- *Student academic job title, default work arrangement is hybrid flexible location (a flexible combination of onsite and offsite work) and fully flexible schedule*
- *For undergraduate students performing academic research*
- *URAs must be enrolled for at least 12 hours during a long semester*
- *URAs are paid on an hourly basis and are not benefits eligible*

_____ Student Associate (SA)/Senior Student Associate (SSA)

- *Student non-academic job title, default work arrangement is onsite work and standard schedule*

- For graduate or undergraduate students performing non-academic functions; examples of SA/SSA duties include office and clerical work, customer service, and data entry
- SAs/SSAs must be enrolled in at least 6 hours during a long semester
- SAs/SSAs are paid on an hourly basis and are not benefits eligible

Account no(s). to pay salary (required): _____

Account no(s). to pay tuition*: _____

Please indicate dollar amount or number of credit hours to pay: _____

Account no. for background check (required; must end in 50-59): _____

**Tuition Reduction Benefits for GRAs will be required on all grant proposals and contracts, unless the sponsor does not allow tuition remission. If this is for a GRA on a sponsored project account (26 account), please state the reason that tuition is not being paid, if it is not being paid:*

Hourly Pay Rate: _____ **Hours per Week:** _____

Limits on work hours for graduate students only: *Assignments in a student job title at the university, including academic as well as non-academic positions, may not exceed 20 hours per week during the first two long semesters (fall/spring) of graduate study at UT Austin, and no more than 30 hours per week during the subsequent semesters, including summer.*

Limits on work hours for URAs only: *URAs must not exceed 20 hours per week total (all jobs combined) during long semesters.*

Standard Appointment Dates are:

9/1-1/15 for Fall Semester

1/16-5/31 for Spring Semester

6/1-8/31 for Summer Semester

LBJ HR will consult with you if you request different dates

Start Date: _____ **End Date:** _____

Brief Description of Job Duties (if you have a job posting or full job description, please include it when you submit this request form):

Classification (Undergraduate or Masters or PhD): _____

Does your student worker need to access a resource email address?

_____ Yes

_____ No

What is your student worker's planned work location? Please mark all that apply:

_____ SRH

_____ Other building on UT campus

If yes, please specify building: _____

_____ Off-campus

If yes, please specify:

City _____

State _____

Please provide the student worker's proposed work schedule:

***NOTE:** requests for work arrangements other than the default location and schedule require Flexible Work Arrangement paperwork and approvals before the student may begin working

NOTE: Student appointments may be terminated at any time due to academic or non-academic reasons, such as failure to perform required duties. Please consult LBJ HR if you have questions or concerns.

Signature or Electronic Signature of Mgr. or Designee

Date

Please submit your request to LBJHR@austin.utexas.edu

The HR Partner for Student Employment will review your request, correspond with you, and route the request for CBO or Dean approval.

Approved by CBO or Dean

Date