date:

Landscape Architecture & Environmental Planning
Request to Hire

Part I: Employer Information

Requested By: ____ ○ faculty ○ staff ○ lecturer

Phone: ____ e.mail: ____

Semester: ____ class/course #: ____

Requestor Signature (required): date:

Part II: Position Information

Student Name: ____ SID# ____

Phone: ____ e.mail: ____

Start Date: ____ End Date: ____

Hours or Percent Time: ____ ○ fixed ○ variable

Student Status
○ Grad Student
○ Undergrad
○ Non-Student

Job Title
○ GSI
○ GSR
○ Reader
○ Other (list below)
____

Salary Level
○ Step 1
○ Other (list below)
____

Work Study: ○ Yes ○ No

Fee Remission: ○ Full ○ Partial ○ None

Funding Source: ○ Department ○ Blake ○ Farrand ○ Other: ____ ○ Grant: ____

In order to process the hire papers in a timely manner, attach a job description to this form.

Part III: For LAEP Office Use Only

Fund Name: ____

Chartstring: ____ BFS account: ____

Approved: ____ Date: ____

Emergency Sheet Completed ○ IIPP reviewed and signature obtained ○

Job Code: ____ Grade: ____ Step: ____ DOS Code: ____

HRMS Entry completion date: ____ Initials: ____

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510-642-6166

Blake Garden
2 Norwood Place
Kensington CA 94707
510-524-2449

Reset Form Print Form