

Current LAFS: \_\_\_\_\_ Position #: \_\_\_\_\_

New LAFS (if applicable): \_\_\_\_\_

## Gevirtz Graduate School of Education Employment Request – Modification to Existing Appointment (Non-Instructional Appointments Only)

Employee may begin work when this completed form is approved, employee eligibility is confirmed, and the employment has been processed in UC Path and when the employment Mod is distributed to PI/supervisor and employee by email. Appointments are contingent on the employee being eligible to work in the requested title, e.g., a GSR must be a registered graduate student in good standing for the duration of the appointment. If required, employment exception form must be approved and background check complete prior to start date. Refer to the hiring guidelines on the GGSE resources page: <https://education.ucsb.edu/ggse-resources>.

**Employment requests are processed in the order received. To support an on-time hire please submit to Employment Analyst at least six weeks before the hire date.**

**Note: If job duties are changing or job has ended, this form cannot be used. Please complete a new Employment Request form. Job duties have not changed**

Employee Name **A** \_\_\_\_\_ Email **B** \_\_\_\_\_@ucsb.edu

Student Status **C** \_\_\_\_\_ Academic Home Dept. **D** \_\_\_\_\_

Position to be modified: **E**  Student Assistant  GSR

Current

Project Code(s): **F** \_\_\_\_\_ Pay Rate **G** \_\_\_\_\_ Percent Time: **H** \_\_\_\_\_  
End Date **I** \_\_\_\_\_ Supervisor Name **J** \_\_\_\_\_

Please select the field(s) to be modified and enter the new value. Leave unchanged fields blank.

Effective Date for FTE **K.a.** \_\_\_\_\_ Effective Date for PC **K.b.** \_\_\_\_\_  
(Effective dates not required if only End Date is being modified)

New

Project Code(s): **L** \_\_\_\_\_ Pay Rate **M** \_\_\_\_\_ Percent Time: **N** \_\_\_\_\_ End Date **O** \_\_\_\_\_  
Supervisor Name **P** \_\_\_\_\_ Short Work Break Begins **Q** \_\_\_\_\_ Return to Work **R** \_\_\_\_\_

Supervisor \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_

PI (if other than supervisor) \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_

Account Manager \_\_\_\_\_ Name \_\_\_\_\_ Dept Hired in \_\_\_\_\_ Date \_\_\_\_\_

Additional Approval (if needed) \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_

To be completed by Employment Analyst: Employment Location \_\_\_\_\_

Date Received: \_\_\_\_\_ Date Distributed: \_\_\_\_\_ 1<sup>st</sup> Pay Period: \_\_\_\_\_

Pay schedule: MO BW Time card required? Yes No Background check required? Yes No Received \_\_\_\_\_

CANRA required? Yes No Received \_\_\_\_\_ Employment Exception Required? Yes No Received \_\_\_\_\_

## Student data

- A. Employee Name: the student's name should be added.
- B. Email: the @UCSB.edu email is recommended -- NOT @umail. Student Data can be found here: [https://secure.identity.ucsb.edu/student\\_directory/](https://secure.identity.ucsb.edu/student_directory/).
- C. Student Status: state whether your employee is an UCSB Graduate Student or Undergraduate student. **Students from other institutions can be hired but additional time and processes are needed for this.** Please contact the Employment Analyst immediately for more information.
- D. Academic Home Dept:
  - a. Is your employee in GGSE: CCSP, EDUC, or TEP?
  - b. If not, please select "other" and specify their home department.
- E. Position to be modified: this modification form can only modify an existing position for the student. For example, if they are hired as a Student Assistant and a change is needed to move them in a GSR position, this form will not complete this action: a new Employment Request form is needed.

## Current position information

- F. Project Code: identify the current PC being used.
- G. Pay rate: identify the current pay. For question on pay rate please utilize <https://education.ucsb.edu/ggse-resources> that specifies the GSR and Student Assistant Hiring Procedures documents.
- H. Percent time: identify the current percent time of the position.
- I. End date: identify the current end date.
- J. Supervisor Name: identify the current supervisor.

## New position information -- is only to be fill for updated data leave all unchanged data blank.

- K. Effective Dates: (effective dates not required if only End Date is being modified)
  - a. NEW FTE or Percent Time
  - b. NEW Project Code
- L. Project Code(s): identify the NEW PC.
- M. Pay rate: identify the NEW pay.
- N. Percent time: identify the NEW percentage of time allocated to project.
- O. End date: identify the NEW end date.
- P. Supervisor name: identify the NEW supervisor.
- Q. Short work break begins: this can help identify the position and student needs to temporarily inactivate the position (up to two quarters). This leverages UC Path's functionality to keep a position without having to go through the rehire process.
- R. Return to work: If the SWB in Q is utilized, identify the NEW return to work date.