STUDENT CHANGE / HIRE FORM

CLEMSON
HUMAN RESOURCES

Instructions:	Section 1: Use this section for New Hires, Rehires and Additional Jobs. Section 2: Use this section for change to active student records.

Student's Full Name *(As it appears on the Social Security Card)*:

Student's EMPLID *(If active in PeopleSoft)*:	Record #:

These attestations are required when hiring, rehiring or adding an additional job for student.	Does the student meet the required minimum credit enrollment hours? Will the student worker drive a state vehicle?

NEW HIRE, REHIRE, OR ADDITIONAL JOB - Section 1 (ALL FIELDS ARE REQUIRED)	REQUESTED CHANGES TO CURRENT RECORD - Section 2 (ENTER CHANGES ONLY)
Effective Date:	Effective Date:
Department #:	Department # :
Job Code & Title:	Job Code & Title:
Supervisor's Name:	Supervisor's Name:
Supervisor's EMPLID:	Supervisor's EMPLID:
Employee Type:	Employee Type:
Standard Hours:	Standard Hours:
FLSA Type:	FLSA Type:
Pay Group:	Pay Group:
Salary or Hourly Rate:	Salary or Hourly Rate:
Business Title, if needed:	Business Title, if needed:
CU Business Phone Number:	CU Business Phone Number:
CU Business Address:	CU Business Address:
ACA Override Type:	ACA Override Type:
Benefit Program Code: *HR USE ONLY*	Benefit Eligibility Code: *HR USE ONLY*

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Earnings Distribution — All funding information must be included.

Acct Code Ex. 5101	Fund Code 15	Dept # 5337	Program Code 101	Class Field 130	Project / Grant 1500000	By %		By Amount
							OR	
							OR	
							OR	
							OR	

Undergraduate Student Employment Pay Scale

Job Title	Job Code	Description	Base Level	Complex Level	Higher Complexity Level
Student Assistant I (Entry level)	924100	Requires an understanding of basic work routines and the use of simple equipment and machines. Requires direct supervision with relatively specific instructions. Little or no training or experience is required.	$7.25	$7.63	$8.00
Student Assistant II (Relatively experienced)	924200	Requires some non-technical skills in performing standardized work routines. May coordinate activities of others. Requires previous knowledge or skill and/or equivalent experience or training.	$7.50	$8.13	$8.75
Student Assistant III (Experienced)	924300	Requires knowledge of a technique involving practices of non-routine work. May coordinate/supervise activities of others. Requires previous knowledge or skill and/or equivalent experience or training.	$8.00	$8.88	$9.75
Student Assistant IV (Advanced experience)	924400	Requires knowledge gained through exposure or experience in a technical field. Duties are technical/more complex involving a high degree of responsibility and judgment. May direct activities of others. Specialist training or experience is required.	$8.25	$9.25	$10.50
Student Assistant V (Advanced experience and leader)	924500	Requires extensive knowledge of techniques, practices, and theories gained through education and special development. Requires specialized knowledge and/or experience in teaching/research positions or positions requiring highly specialized skills or technical knowledge. May direct and/or supervise activities of others.	$8.50	$10.25	$12.00

Undergrad Account Code: 5150   Work Study Account Code: 5152

Graduate Student Worker Job Codes and Account Codes:

Job Title	Job Code	Account Code
Graduate Admin Asst	925800	5107
Graduate Admin Asst - Principle	925801	5107
Graduate Extension Asst	925300	5104
Graduate Extension Asst - Principle	925301	5104
Graduate Grader Asst	925700	5105
Graduate Grader Asst - Principle	925701	5105
Graduate Lab Asst	925500	5103
Graduate Lab Asst - Principle	925501	5103
Graduate Research Asst	925200	5100
Graduate Research Asst - Principle	925201	5100
Graduate Teacher of Record	925600	5108
Graduate Teacher of Record - Principle	925601	5108
Graduate Teaching Asst	925100	5102
Graduate Teaching Asst - Principle	925101	5102
Graduate Student Hourly	925900	5151
Graduate Summer Hourly	925901	5151
Hourly Graduate Teacher	925100	5151

Minimum Salaries for Graduate Assistantships:

Hours	9-month	12-month
10 Hours (25%)	$3,393	$4,541
15 Hours (37%)	$5,090	$6,812
20 Hours (50%)	$6,786	$9,083
25 Hours (64%)	$8,483	$11,353
28 Hours (75%)	$9,500	$12,716

Minimum hourly rate for graduate student hourly: $7.25
Minimum hourly rate for graduate assistant: $8.70

APPROVALS (AS REQUIRED, BASED ON PROJECT):

_____   _____
Principal Investigator   **Date**

_____   _____
College / Division Post Award Contact (Fund 20)   **Date**

_____   _____
College / Division Budget Officer (All other funds groups)   **Date**

_____   _____
Department Chair / Director   **Date**