

Request for Student Appointments

This information must be completed on this form or sent via email.

Semester: (Please mark one) Fall ___ Spring ___ Summer ___

Name of student: _____

UTIED: _____ Position ID: _____

Annual Salary Amount: _____ Hourly Rate (URA's only): _____

Hours per week: (please mark one) 5 ___ 10 ___ 20 ___ 30 ___ 40 ___ Other _____

Appointment Account Number: _____

Define Codes Code 1: _____ Code 2: _____ Code 3: _____

Code 4: _____ Code 5: _____ Code 6: _____

Comments _____

Appointment Title: (please mark one) GRA ___ ""TA ___ ""URA ___ ""Postdoc ___

Reminder: Undergrad students (URAs) will be paid on an hourly basis and **must** complete a time sheet. They will need to turn in a time sheet at the end of each pay period before payroll can be processed. Please keep in mind that this money is NOT encumbered on your account.

Note: Tuition document must be processed before a student can be appointed.

- Student appointment information is due by 5 p.m. on September 15, 2011

Authorized Faculty Signature

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Please send to Barry Levitch blevittch@mail.utexas.edu or Campus Mail: ENS 103A C0803 phone: 232-1458.

8/2/11