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., every student must be a registered under/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. a.** _____ **D. b.** _____

Position to be modified: Student Assistant ◯ **E** **GSR** ◯   **Work Location(s): F** _____
(e.g. Building # & Room #, Hybrid work, Remote, etc.)

Current

Project Code(s): **G** _____   **Pay Rate** **H** _____   **Percent Time:** **I** _____
End Date **J** _____   **Supervisor Name** **K** _____

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

Effective Date for FTE or Payrate **L. a.** _____   **Effective Date for PC** **L. b.** _____

(Effective dates not required if only End Date is being modified)   **Dept Funding to Change: Yes** **M** **No**

New

Project Code(s): **N** _____   **Pay Rate** **O** _____   **Percent Time:** **P** _____   **End Date** **Q** _____
Supervisor Name **R** _____   **Short Work Break Begins** **S** _____   **Return to Work** **T** _____

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:* _____   *1ˢᵗ 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. <u>Employee Name:</u> the student's name should be added.
B. <u>Email:</u> the @UCSB.edu email is recommended -- NOT @umail. Student Data can be found here: https://secure.identity.ucsb.edu/student_directory/.
C. <u>Student Status:</u> 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. <u>Academic Home Dept:</u>
    a. Is your employee in GGSE: CCSP, EDUC, or TEP?
    b. If not, please select "other" and specify their home department.
E. <u>Position to be modified:</u> 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.
F. <u>Mandatory Location(s):</u> add the location of where the work will be done, for example "remote" or "Education Bldg room 2123." Or, if hybrid, add the specifics of the location(s) when they are not working remotely.

Current position information

G. <u>Project Code:</u> identify the **current** PC being used.
H. <u>Pay rate:</u> identify the **current** pay. For questions on pay rate please utilize https://education.ucsb.edu/ggse-resources that specifies the GSR and Student Assistant Hiring Procedures documents (updated July 2024).
I. <u>Percent time:</u> identify the **current** percent time of the position.
J. <u>End date:</u> identify the **current** end date.
K. <u>Supervisor Name:</u> identify the **current** supervisor.

New position information -- <mark>is only to be fill for updated data</mark> leave all unchanged data blank.

L. <u>Effective Dates:</u> (effective dates not required if only End Date is being modified)
    a. **NEW** Full-Time Equivalent (FTE) percentage or Payrate effective date to be used
    b. **NEW** Project Code effective date to be used
M. Dept Funding to Change: will the funding go from a Clinic/Center to a Contracts & Grants, or vice versa? Yes or No.
N. <u>Project Code(s):</u> identify the **NEW** PC.
O. <u>Pay rate:</u> identify the **NEW** pay.
P. <u>Percent time:</u> identify the **NEW** percentage of time allocated to project.
Q. <u>End date:</u> identify the **NEW** end date.
R. <u>Supervisor name:</u> identify the **NEW** supervisor.

S. <u>Short work break begins:</u> 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.
T. <u>Return to work</u>: If the SWB in Q is utilized, identify the NEW return to work date.