

Action Request Form

Human Resources

The University Corporation

Background Verification form must be submitted for all hiring requests

Waiver of Recruitment- Student Classification

- Student Assistant** - Account 601130 Fund _____ Department _____ Project _____
 Enrolled CSUN Student. Part time temporary- 20 hours maximum per week while school is in session. Benefits: Sick only
 Pay range- Minimum Wage up to \$18.26 per hour
- Research Assistant-** Account 601580_ Fund _____ Department _____ Project _____
 Enrolled CSUN Student – Please check one: Undergraduate Graduate
 Full or part time temporary. Benefits: Part time-Sick only. Full time-Sick and Health benefits.
 Pay range- Minimum Wage up to \$21.00 per hour
- Graduate Research Assistant-** Account 601540 Fund _____ Department _____ Project _____
 Enrolled CSUN graduate student- Full or part time temporary. Benefits: Part time-Sick only. Full time-Sick and Health benefits
 Pay range- Minimum Wage up to \$21.00 per hour

Department Name: _____

Supervisor: _____

Name of previous employee holding this position _____ OR This is a new position

Name of Hire: _____

Reason for Appointment: _____

Summary of Job Duties:

*** First Day of Work:** _____

End Date: No end date- Temporary student appointment

** Please note that first day of work may change if background check is needed.*

Hourly Rate (Non-exempt):

- Part-time Regular Part Time Intermittent # of hours per week _____
- Full-time- 30 hours or more per week (Full time employees are eligible for medical, dental, vision, vacation and sick benefits.)

Approver - (Name of Director, Research & Sponsored Programs or Hiring Manager PRINT)	Signature:	Date:	EXT:
TUC/RSP Liaison PRINT	Signature:	Date:	EXT:
Name of Supervisor PRINT	Signature:	Date:	EXT:
Auxiliary Human Resources (NAME/TITLE) PRINT	Signature:	Date:	EXT: