



THE UNIVERSITY OF ARIZONA
COLLEGE OF SCIENCE

Geosciences

To be filled out by PI/Supervisor or Professor in Geosciences:

Geosciences Hiring Request Form

Request date: _____

Please put _____ on payroll as a
_____ employee in my lab. The desired start date is _____ and a
foreseeable end date is _____. They will work approximately _____ hours per
week. I would like to pay this person at rate of \$_____ (hourly/salary). Please charge
their earnings to account number _____.

The main duties of this employee will be: _____

The time approver and supervisor for this employee will be
_____ and _____.

I understand that if I am hiring a student or graduate assistant, they must be enrolled in a least **6** units throughout the academic year in order to be eligible for student employment. Furthermore, I understand that no employee will be able to begin work in the lab prior to completion of necessary hiring paperwork.

Requestor signature: _____

Email address: _____

**Please return this completed form to the Geosciences Business Office via
geosbiz@list.arizona.edu**