



iSchool **HOURLY STUDENT** Appointment Form

STUDENT INFORMATION <i>(student must be enrolled in classes)</i>	
Name	
UID	
Email	
Degree Program	
Degree Level	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Master's <input type="checkbox"/> PhD

ASSIGNMENT INFORMATION – COMPLETED BY FACULTY/SUPERVISOR	
iSchool Supervisor Name	
Nature of Assignment	<input type="checkbox"/> Research (Project Name: _____) <input type="checkbox"/> Administrative (Unit Name: _____)
Approx. # of Hours/Week	
Requested Start Date ¹	
End Date	
Requested Hourly Rate ²	
Funding Source	
Duties	
Supervisor Signature ³	

¹ Students cannot start working until they have been fully processed by iSchool HR. The HR office will notify supervisor and student once the student may start working. Hours worked prior to this approval **will not** be paid.

²Hourly rates will need to be within the current University: <https://uhr.umd.edu/ecc/salary-structure/>

³If grant or contract funds, your signature certifies this hourly appointment is directly related to the project and is within the scope of the approved budget.

FUNDING – COMPLETED BY BUSINESS MANAGER (Name: _____)	
Account number	
Pay Periods	Start: _____ and End: _____

Submit completed form to your iSchool Business Manager at least two weeks prior to start date of appointment