

**Student Temporary Employment Form for UPIP Assignments**

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| Employee Name |  |
| Employee ID Number |  |
| New Hire or Reappointment |  |
| I-9 Date |  |
| Department Name |  |
| Department Org Number |  |
| Position Number | **STU070** |
| Assignment Begin Date |  |
| Assignment End Date |  |
| FTE |  |
| Position Title |  |
| Pay Rate | **$12** |
| UPIP Fund Number (50% Split) |  |
| Dept Fund Number (50% Split) |  |
| Account Number |  |
| Supervisor’s Name/ID Number |  |
| Supervisor’s Campus Phone Number |  |
| WTE Approver ID |  |
| WTE Approver’s Extension |  |
| Position Description |  |
| Initiator’s Name |  |
| Initiator’s Signature | **Date:** |
| UPIP Approver’s Signature | **Date:** |
| HR Approver’s Signature | **Date:** |

**Special Notes and Instructions:**

Please be brief and concise with details and comments. The form submitted to the UPIP Office needs to be limited to one page (the space provided).

**Clarifications:**

**New Hire or Reappointment?** Record what is appropriate. Please note: Only the first job worked **at the University** is considered a New Hire.

**I-9 Date.** Record the date from the I-9 Verification Email

**Position Number and Suffix:** The Position Number is STU070. (Already Recorded)

**Assignment Begin Date:** The first date the student will physically begin working the assignment.

**Assignment End Date:** The last date the student will physically work the assignment.

**FTE:** To calculate FTE, divide the number of hours to be worked by 40.

**Pay Rate:** The current UPIP pay rate is $12 per hour. (Already Recorded)

**UPIP Fund Number:** The UPIP Office will complete this field. Please note that the UPIP Office and the hiring department split fund this position 50/50.

**Account Number:** 915040 for Undergraduate Research Assistants. 915020 for all other jobs.

**Supervisors Name/ID Number:** Record the Supervisors Name followed by a / Then, record the Supervisor’s Charlotte ID Number

**Job Description:** Needs to outline the tasks that the student will be performing.

**Submission & Routing:**

Once the form is completed, convert to pdf, sign & date using Adobe Fill and Sign, and email to

[UPIP-career@charlotte.edu](mailto:UPIP-career@charlotte.edu)

The UPIP office will input their fund number, sign, date and forward the form to the Student Employment Office (SEO) for approval. The SEO will route to Records Management for keying.

**Inquiries:**

If you have questions about UPIP, please email [UPIP-career@charlotte.edu](mailto:UPIP-career@charlotte.edu)

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