

**BIOSPHER 2 – Administration and Research**

*To be filled out by the Responsible person or Funding authority:*

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**Wage Hiring Information**

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Date: \_\_\_\_\_

Please put \_\_\_\_\_ on the wage payroll.  
*(name of individual)*

He/she will be working approximately \_\_\_\_\_ hours per **week**.

I would like him/her to work from \_\_\_\_\_ through \_\_\_\_\_  
*(start date) (end date)*

at \$ \_\_\_\_\_ per hour. Please charge his/her wages to the following account(s):

\_\_\_\_\_ @ \_\_\_\_\_ %  
\_\_\_\_\_ @ \_\_\_\_\_ %

*A maximum of two accounts may be used to fund a person at any given time.*

Job description: \_\_\_\_\_  
\_\_\_\_\_

Project Name: \_\_\_\_\_

Student Status:

- Student Group A
- Student Group B
- Student Group C
- Student Group D
- High School Student

Staff \_\_\_\_\_

*Please note that to hire someone as staff, a posting needs to be done via HR. Min salary 9.022hr as Research Lab Aide*

RESPONSIBLE PERSON: \_\_\_\_\_

email: \_\_\_\_\_

**FUNDING AUTHORITY:** \_\_\_\_\_

## STUDENT GROUP DEFINITIONS

Departments are responsible for assigning positions to appropriate student groups. The correct student group should be the group that best defines the level of duties the student employee will be performing. These duties should be defined on the Hiring Form (HF). Both undergraduate and graduate students can be placed, as appropriate, in Student Group A and B. Only appropriately qualified upper level undergraduate students, graduate students or licensed professionals may be placed in Student Group D.

Student employees simultaneously holding two or more UA student positions may be classed in more than one student classification group, if warranted by the nature of the duties to be performed. As a result, they may receive different rates of pay for the various jobs performed. All student employees are non-exempt under the Fair Labor Standards Act (FLSA). Any further questions related to the FLSA designation of student employee positions should be directed to Human Resources.

The current pay ranges are as follows:

STUDENT GROUP	MINIMUM OF RANGE	MAXIMUM OF RANGE
A	\$7.25	\$11.00
B	\$7.75	\$15.50
C	\$9.00	\$22.50
D	\$11.25	\$28.00

### STUDENT GROUP A

Jobs in Student Group A require few skills and little or no previous training or work experience. Duties are generally of a routine nature, are closely supervised, and require little decision making.

This group also includes jobs that require some previous training, experience, and/or knowledge (six months). Work is performed under general supervision and requires some decision making. Student Group A employees may be allowed to lead other student employees.

### STUDENT GROUP B

Jobs in Student Group B require previous training and experience (one year). Some college education or comparable experience is often necessary. Work is performed under general supervision. Duties are varied and require independent judgment. Decision making may be required in the minor revision of standard methods. Group B student employees are also allowed to lead other student employees.

This group also includes some jobs that require two years of college or two years comparable experience, preferably in a specific area of study. Duties performed require considerable mechanical or technical ability and knowledge and are performed under limited supervision.

### STUDENT GROUP C

Jobs in Student Group C require extensive training or experience and advanced knowledge at the upper undergraduate or master's level or three to four years comparable experience. Duties are performed under general direction, require considerable knowledge of a discipline, exercises independent judgment and decision making in the development of new procedures, techniques, systems, or equipment. They may include skills requiring licensing or certification by a state agency. Generally these position involve supervision of other student employees.

### STUDENT GROUP D

Jobs in Student Group D are for graduate students who do not hold a Graduate Assistant/Associate position and are assigned to perform similar work. Experience and qualifications parallel comparable Graduate Assistants/Associates.