

HAAS SCHOOL OF BUSINESS
GSI / READER HIRING FORMS CHECKLIST

Student last name:
Course number:
Email:

INSTRUCTIONS: Check your applicable employment status and submit the corresponding forms. Check off the box next to each form you are submitting. Use this form as the cover sheet and place with hiring documents. Continuing Employees may leave their GSI & Reader Employment Forms outside the Haas main mailroom (S 545) in mailbox #59 or fax them to (510) 643-9428.

PLEASE INCLUDE ALL FORMS THAT APPLY TO YOU AND SUBMIT THEM PROMPTLY. This will expedite your hiring, fee and health insurance remissions, Computing Center privileges, and ensure timely paycheck issuance.

<input type="checkbox"/> New Employee (First-time Campus Employment) <i>Must make appointment</i> <input type="checkbox"/> Appointment Letter , SIGNED	<input type="checkbox"/> Rehire (Students who were not GSIs in Fall 2004 and ALL Readers) <i>Must make appt.</i> <input type="checkbox"/> Appointment Letter , SIGNED	<input type="checkbox"/> Continuing Employee (applies to GSI appointments ONLY) <input type="checkbox"/> Appointment Letter , SIGNED
<input type="checkbox"/> Terms of Acknowledgment , SIGNED	<input type="checkbox"/> Terms of Acknowledgment , SIGNED	<input type="checkbox"/> Terms of Acknowledgment , SIGNED
<input type="checkbox"/> Description of Duties Form , SIGNED by both you and the instructor	<input type="checkbox"/> Description of Duties Form , SIGNED by both you and the instructor	<input type="checkbox"/> Description of Duties Form , SIGNED by both you and the instructor
<input type="checkbox"/> Request for Exception Form (Enclose only if you are a GSI or Reader for any 200-level course, have a below 3.1 GPA, have more than 2 Incompletes in upper division or graduate courses, or are a US citizen and have appointments totaling over 50%, including this one)	<input type="checkbox"/> Request for Exception Form (Enclose only if you are a GSI or Reader for any 200-level course, have a below 3.1 GPA, have more than 2 Incompletes in upper division or graduate courses, or are a US citizen and have appointments totaling over 50%, including this one)	<input type="checkbox"/> Request for Exception Form (Enclose only if you are a GSI or Reader for any 200-level course, have a below 3.1 GPA, have more than 2 Incompletes in upper division or graduate courses, or are a US citizen and have appointments totaling over 50%, including this one)
<input type="checkbox"/> Employment Eligibility Verification (Form I-9) <i>Please make sure you bring the appropriate forms of identification.</i>	<input type="checkbox"/> State Oath of Allegiance/Patent Policy Acknowledgment , SIGN with ASE Administrator (S520, ask for Rosina)	
<input type="checkbox"/> Benefits Eligibility Level Indicator (BELI) and Status Qualifier Code (SQC) [UPAY 726]	EID#: _____	
<input type="checkbox"/> State Oath of Allegiance/Patent Policy Acknowledgment (DO NOT SIGN until Appointment w/ASE Administrator)	SID#: _____	
<input type="checkbox"/> Payroll Earnings Distribution Authorization (Direct Deposit) [UPAY 544A-1] <i>*Please attach a voided check</i>	<u>REHIRE AND CONTINUING EMPLOYEES:</u> <u>GSIs:</u> You are a "rehire employee" if you were not a GSI in the semester immediately before your new appointment. <u>Readers:</u> You are a "rehire employee" if you have been employed by UC Berkeley before..	
<input type="checkbox"/> UAW Local 2865 membership form	<u>GSIs:</u> You are a "continuing employee" if you were a GSI during the semester immediately before this new GSI appointment begins or have another current UCB appointment. <u>Readers:</u> You are never considered a "continuing employee" unless you have a current appointment/employment with another UCB department.	
<input type="checkbox"/> Demographic Data Transmittal (U5606)		
For international students , please bring the following documents and forms of identification:		
<input type="checkbox"/> Passport (page with picture, passport # and expiration dates showing)		
<input type="checkbox"/> Visa with I-94		
<input type="checkbox"/> Form I-20 (F-1 Visa holders) or Form DS-2019 (J-1 Visa holders)		
<input type="checkbox"/> Work Authorization Letter from SISS (Services for International Students and Scholars) Office at International House (required for J-1 Visa holders)		