

Department of Economics: Application for Hourly Student Employment

If you are a student working for a faculty member and paid on an hourly basis, please read this form through; this includes students on an appointment who are working additional hours.

You may not begin work until you have received authorization from the department.

Ph.D. Students: Submit to Ph.D. Program Coordinator (Amy Devine aed2152) **BEFORE** you begin work.

MA Students: Submit to MA Program Coordinator (Brittney Nathaniel bn2250) **BEFORE** you begin work.

Undergraduates: Submit to Academic Affairs Coordinator (Julie Stevens js4504) **BEFORE** you begin work.

If you will be working on a grant account, do not fill out this form. Instead, please contact iserp-hiring@columbia.edu with a CC to the faculty Principal Investigator.

Employment Type: Casual (Administrative): ☐ Research Assistant: ☐ *Note: If students are doing research work they must be hired as research assistants as per University guidelines.*

Student Authorization

Name of Student _____ Undergrad ☐ MA ☐ Ph.D. ☐

Signature of Student _____ Date _____

You will need to submit the hiring packet information required by the Department along with this form (information is online under Student Resources on Economics website).

Faculty Authorization

I will be hiring this student as a part-time employee at the hourly rate of _

Anticipated Start Date: _____

Anticipated End Date: _____

Name of Faculty Member _____

Signature of hiring faculty member _____ Date _____

Source of Funding: _____

Department Authorization

Lloyd Griffin (Signature) _____

Note: The responsibility is on the student being hired to make sure the application is completed and signed by the necessary parties. Students **cannot** begin working as a research assistant until the form has been submitted and signed by all parties. This means that Lloyd Griffin must have the form before students are put on payroll.

- Students cannot work more than 5 hours per week as a casual hourly employee if they already hold a fulltime appointment such as a teaching or research fellow; check with Amy or Lloyd.
- Students cannot work for more than 20 hours a week during the academic year. Over the summer the limit for graduate student employment is 35 hours a week for students who are not on appointment and 20 hours a week for students who are on appointment.
- The hourly rate is set by the faculty member—in most cases, this should not exceed \$20.00 per hour for casual administrative and \$30.00 per hour for hourly research work.
- **Students must submit timesheets to Lloyd Griffin to be paid; timesheets must be submitted on a timely and regular basis. Students may send their hours (day, time) to Lloyd with a CC of the sponsoring faculty member.**

If you have questions, please contact Lloyd Griffin lg2027@columbia.edu