TO: Boalt Faculty  
FROM: Carol Hayward, Human Resources  
DATE: March 25, 2014  
RE: GSR Hiring – Summer 2014

Dear Faculty:

It is time to either hire or re-hire Graduate Student Researchers (GSRs) for Summer 2014.

Attached is the “Summer 2014 Faculty Request to Hire” form which should be used for both new hires and those GSRs being renewed. Once the form is completed, signed, and returned to me, I will contact the student and arrange for them to complete the required hiring forms.

Please remember that all graduate students are hired on a semester to semester basis so at the end of each semester you should decide which students you want to continue and send me either an e-mail or a hire form extending the student into the next semester. Please be sure to include the dates of employment, either the percentage or the weekly number of hours to be worked, and the chart string.

Dates
- If the appointment is for the entire Summer 2014 semester, please use the begin date of May 19, 2014 with an end date of August 15, 2014. If the appointment is for any period less than the full semester, you may use any dates between May 19, 2014 and August 15, 2014.

Percent of Time
- On the form please indicate the number of hours per week or the percent time you are employing the student. If you have a total amount of money that you want to pay the student, you can indicate that on your hiring form, and we will convert that to the correct percentage.
- Please note that the hourly salary for a GSR Step I is $16.32.
- In summer, students are eligible to work up to 100% time or 40 hours per week.
REMINDER: You may recall that we began paying GSRs on a percentage basis last year. Please contact Carol Hayward if you have any questions or need help in determining the percentage. The GSR Salary Chart is attached to this letter. This chart converts the number of hours into percentages and indicates the amount the student will earn. Again, if you have a total amount of money that you want to pay the student, you can indicate that on your hiring form, and we will convert that to the correct percentage. 

Please note that tracking and managing your overall faculty GSR allowance is the primary method for assisting us in managing the school’s GSR budget. Given current resource constraints, we need your careful oversight of this expenditure.

Funding Source
- Unless otherwise indicated, your Research Assistant budget will be used to cover GSR salaries. If you have additional funding sources, please provide a complete chartstring and attach a copy of the award letter, if applicable.

Fee Remission
- Fee remission does not apply during the summer semester.

Time Sheets
- Since we are now paying GSRs as exempt employees, there is no need for students to turn in monthly time sheets to the Payroll Analyst. You, as the supervisor may ask for time sheets and/or work reports as you see fit.

Reporting
- Faculty will be provided with periodic reports showing expenditures against their Research Assistant budget. Please contact Financial Analyst Kathy Siacotos at siacotos@law.berkeley.edu for questions about research budget allocations and spending activity.

Deadline
- Please respond immediately with your new hires, but no later than May 31, 2014, for renewal of continuing students. On June 2, 2014 any GSR appointment that has not been renewed for Summer 2014 will be automatically terminated. Please note that GSR appointments for Spring 2014 will end May 16, 2014.

If you have any questions or need assistance, please contact Carol Hayward at chayward@law.berkeley.edu, via phone at 3-3056, or come by my office Monday 8:00 am–2:30 pm., or Tuesday and Thursday 8:00 am-2 p.m.

Thank you for your assistance.