

## What do I do if I want to hire a....

### **Graduate Research Assistant**

- Contact Wendy Harris ([wgharris@uiuc.edu](mailto:wgharris@uiuc.edu)) with the following information:
  - Name of student
  - Percent appointment (50%=20 hours per week; 25%=10 hours per week)
  - Account name
  - Period of work (ie. spring, fall, 2 months summer)
- Note that no timesheets are necessary
- Note that this person will be paid monthly, on the 16<sup>th</sup> of every month

### **Graduate Hourly**

- Contact Jane Bergman ([jbergman@uiuc.edu](mailto:jbergman@uiuc.edu)) or Wendy Harris ([wgharris@uiuc.edu](mailto:wgharris@uiuc.edu)) with the following information:
  - Name of student
  - Rate (generally \$12/hr, but can go as high as the current GRA rate (for AY07/08 this is \$21.93/hr)
  - Account name
  - Start date
  - End date (if applicable)
- Note that timesheets ARE necessary
  - You will need to sign a timesheet every other Friday; the student will NOT be paid unless a timesheet is turned in
  - The student will ALSO be entering time online; he/she can see Lynette Lubben (221Altgeld Hall) for assistance.
- Note that this person will be paid every two weeks

### **Proctor**

- Contact Jane Bergman ([jbergman@uiuc.edu](mailto:jbergman@uiuc.edu)) with the following information:
  - Name of student
  - Start date
- Note that timesheets ARE necessary
  - You will need to sign a timesheet every other Friday; the student will NOT be paid unless a timesheet is turned in
  - The student will ALSO be entering time online; he/she can see Lynette Lubben (221Altgeld Hall) for assistance.
  - The student will be paid \$12 per hour.
- Note that this person will be paid every two weeks

### **Undergraduate hourly**

- Contact Jane Bergman ([jbergman@uiuc.edu](mailto:jbergman@uiuc.edu)) with the following information:
  - Name of student
  - Rate (generally \$7.50 to \$8.00 but varies with tasks)
  - Account name
  - Start date
  - End date (if applicable)
- Note that timesheets ARE necessary
  - You will need to sign a timesheet every other Friday; the student will NOT be paid unless a timesheet is turned in
  - The student will ALSO be entering time online; he/she can see Lynette Lubben (221Altgeld Hall) for assistance.
- Note that this person will be paid every two weeks