To start the hiring process for a new student or temp worker, email – CBS HR at (cbshr@umn.edu) with the following information:

1. Worker’s First and Last Name

2. Worker’s ID# (this will be the student’s ID #, if hire is a student or former student)

3. Worker’s Contact (email):

4. Hourly rate
   a. Undergrad Research Associate I can be paid between $9.14-$10.86 (freshmen – senior)
   b. Undergrad Research Associate II can be paid between $10.25-$13.21 (junior or senior)
   c. Undergrad non U of M student can be paid between $9.14-$13.21 (must be a student registered in an undergraduate degree program at another institution during the academic year.)
   d. Temp worker can be paid any hourly amount above minimum wage; amount should be within or near market range for job qualifications and duties.

Note: If you need assistance in determining wage, please ring Kirsten Domer in CBS HR for guidance at 624-4506.

5. Appointment start and end dates
   (Note: temp workers appointments are limited to a total of 67 work days; appointment terms should be factored with this in mind)

6. Average hours per week to be worked

7. Position/Job Qualifications

8. Job Duties/Responsibilities

9. Supervisor to whom worker reports

10. Account(s) on which appointment is paid

11. Access needs to the Ecology Building and lab(s):
   a. What labs in the Ecology Building should the worker have access to?
   b. Will the worker need afterhours access-after 6pm and weekends?
   c. If after hours, weekend, basement or greenhouse access is required please direct the worker to contact Julia Knoll with their UCard information prior to their start date.

Please contact CBS HR with questions.