UNIVERSITY OF ARKANSAS | College of Engineering
Computer Science & Computer Engineering

Dear faculty member,

Please provide the following information for the student you wish to hire as an **Hourly Research Assistant.**

I will create a position for the student in Workday and create an offer letter. The offer letter and a 98-04 Employment Verification form will be sent to the student for them to complete and sign. Once the student signs the offer letter and completes the 98-04 form, I will then upload those documents into Workday and begin the hiring process.

Once you've completed this form, **please email to:** twbennet@uark.edu

Student Name: _____ **Supervisor:** _____

Student ID: _____ **Student Email:** _____

Hourly Rate of Pay: _____ **Anticipated Hours Per Week:** _____

Anticipated End Date of Employment, if known: _____
*If unsure, I will choose a future date for you.

**Type of research or project(s) the student will be working on: ***One or two sentences.

_____

_____

_____

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Please provide the Worktag (what fund or grant) the student will be paid from:
NOTE: If the student will be paid from more than one fund or grant, please provide all Worktags (including the percentages that need to be paid from each grant).

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