

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

Graduate Research Assistant

- Contact Wendy Harris (wgharris@illinois.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 16th of every month

Graduate Hourly

- Contact Carolyn Thomas (cdthoma2@illinois.edu) or Wendy Harris (wgharris@illinois.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 Ann Byers (221Altgeld Hall) for assistance.
- Note that this person will be paid every two weeks

Proctor

- Contact Lori Dick (l-dick@illinois.edu) for a list of approved proctors.

Undergraduate hourly

- Contact Carolyn Thomas (cdthoma2@illinois.edu) with the following information:
 - Name of student
 - Rate (generally \$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 Ann Byers (221Altgeld Hall) for assistance.
- Note that this person will be paid every two weeks