**Center for Limnology Hiring Authorization Form**

**Section 1: Type of Appointment/Award**

*Please check one*

\_\_\_\_Academic Staff

\_\_\_\_Classified Staff

\_\_\_\_TE (*requires prior authorization & TE Hiring Form*)

\_\_\_\_Honorary Fellow (*requires prior authorization from Jake Vander Zanden)*

\_\_\_\_Postdoc *(Research Intern or Associate)*

\_\_\_\_Student Assistant (grad student)

\_\_X\_\_Student Hourly

\_\_\_\_Undergrad Award\* *(REU, Juday, Lane, etc.)*

\_\_\_\_Other Award\* *(Grad awards)*

*\*denotes that the PI’s signature is required for the appointment (see Section 4)*

**Section 2: Employee Information**

*Please fill out in full*

Employee name: Sara Ziegler DOB: 5/29/2002

Employee email: seziegler@wisc.edu Appointment Percentage:100

Employee address: 409 W. Gorham St. Apt. 102 Madison, WI 53703

Employee Phone Number: 608-451-2916 Is SCUBA required? No

Will employee be handling or collecting vertebrates? No

Job Begin date: 5/23/22 Job End Date: 8/26/22 Work Location: Madison,WI

Appointment or Award title: Summer Hourly Summer Position

Will your employee work full time for the summer season? Yes

*(If yes, Alyssa will request a seasonal exemption so they can work over 29.75 hours/week)*

Peer Partner for your new hire (grads, university staff, and academic staff only):

Grad Student home department:

**Section 3: Payroll Information**

*Awards, LTEs, Grad students, Postdocs all have set rates.*

*If you are hiring one of these, you may skip this section.*

Student hourly: Other salary information:

X No experience $14.50 *Please provide as many details as possible:*

\_\_\_\_Some experience $14.75 The Arborteum Fellowship has a stipend set

\_\_\_\_Experienced $15.00 aside for $5680. When it has hit that max,

\_\_\_\_Other $\_\_\_\_\_\_\_per hour the stipend can be switched to LTER.

*Rates updated as of 2/16/2022*

**Section 4: Funding source**

*Required for all appointment types except Honorary Fellow and Undergrad Awards.*

Funding source: LTER/Arboretum fellowship

**Section 5: Employer Information**

Supervisor name: Adrianna Gorsky

PI Name: Emily Stanley

Signature of PI, if needed: