**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 Assistant – RA or PA)*

\_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: 5/23/2022 End Date: 08/26/2022 Work Location: Madison, WI

Appointment or Award title: Student Hourly Summer Position

Is this employee in the UW System? Not sure

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)*

**Section 3: Payroll Information**

*Awards, LTEs, Student Assistants, 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 $11.50 *Please provide as many details as possible:*

\_\_\_\_Some experience $11.75 The Arboretum Fellowship has a stipend set

\_\_\_\_Experienced $12.00 aside for $5680. When it has hit that max,

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

*Rates updated as of summer 2020*

**Funding source**

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

Funding source LTER/Arboretum Fellowship

**Section 4: Employer Information**

Supervisor name: Adrianna Gorsky

PI Name: Emily Stanley