

NEW STUDENT EMPLOYEE PAYROLL SESSION - HOURLY

ECE PAYROLL

The HR/Payroll Manager is responsible for:

1. Sending offer letters for research appointments.
2. Entering and updating appointments in Workday.
3. Entering promotions after passed General exam (PhD).
4. Addressing HR and/or appointment related questions and concerns.
5. Meeting with students for onboarding tasks and position updates and/or concerns.

Students can contact Christie Peralta (HR/Payroll Manager) directly by emailing cperal23@uw.edu.

The Payroll/Fiscal Coordinator is responsible for:

1. Tracking completion of Sexual Misconduct Declaration forms.
2. Tracking quarterly offer letter decisions.
3. Sending reminders to enter Holiday Taken Time Off and/or submit timesheets.
4. Addressing payroll related questions and concerns.

The mailing list to reach both the HR/Payroll Manager and Payroll/Fiscal Coordinator is ecepayroll@uw.edu.

HOURLY APPOINTMENTS

The hourly job profiles students can hold are Undergraduate Research Assistant (UGRA), Undergraduate Teaching Assistant (UGTA), Reader/Grader, and Tutor. **These job profiles will fall under the union.**

Student Assistant or Student Assistant – Grad are non-union hourly student employee job profiles.

Enrollment requirements

Student hourly employment is available to UW students who meet the following enrollment requirements:

- Undergraduate students enrolled for a minimum of 6 credits.
- Graduate students who are enrolled for a minimum of five credits, or two credits for Ph.D. candidates working on their dissertation. This does not include hourly paid positions covered by the United Auto Workers (UAW) collective bargaining agreement covering Academic Student Employees (ASEs).
- Students receiving "On leave" status.

LOCATION & CONTACT

Paul Allen Center (PAC) AE 114
Phone: (206) 221-6716

Drop-in availability may vary.
Students can schedule appointments via email (cperal23@uw.edu) or [booking calendar](#) (15-minute, in-person).

RATES 2025-2026

(as of July 2025)

ASE (union): \$22.65 per hour

Student Assistant (non-union):
\$20.76 per hour

“On leave” status

Student hourly employees are considered “on leave” as follows:

- **Undergraduates** – For one quarter immediately following a quarter in which the student was enrolled for at least 6 academic credits, including summer quarter, unless the student has graduated.
- **Graduate and professional students** – When the student has applied for and been granted [on-leave status](#) by the Dean of the Graduate School.

UAW LOCAL 4121

This is the union for Academic Student Employees (ASE), Postdoctoral Scholars, and Research Scientists (Assistants – grade 4). Students can view the UAW Academic Student Employees (ASEs) contract for details on employment conditions.

ASEs can contact UAW with questions:

Webpage

<https://www.uaw4121.org/>

Email

uaw4121@uaw4121.org

Office Address:

UAW Local 4121

2633 Eastlake Ave E.

Suite 200

Seattle, WA 98102

UAW ASE CONTRACT

<https://hr.uw.edu/labor/academic-and-student-unions/uaw-ase/ase-contract>

TIMESHEET SUBMISSION

This is an hourly position that will require you to enter and submit time entries each pay period. Timesheets are due on the 15th and last day of each month. Instructions to enter and submit time can be found at https://employeehelp.workday.uw.edu/user-guides/enter_time/.

The maximum hours an hourly student employee can work each week is noted in the appointment letter. Appointments and schedules will be made in accordance with Student Hourly Employment Work Hours Limits Policy and the Student Hourly Employment Eligibility Policy (<https://hr.uw.edu/studentemployment/>).

SUBMISSION DEADLINE

Timesheets are due on the 15th and last day of each month. The Payroll/Fiscal Coordinator will send reminders to students during the pay period window.

TIME OFF & ACCOMMODATIONS

Hourly student employees accrue paid sick time off at the end of the month at a rate of 1 hour for every 40 hours worked. Paid sick time off accrual begins at the start of employment for all hours worked on and after that date, and is available for use the following month. Further information, such as authorized use, can be found on the [UWHR webpage](#).

Disability accommodations can be requested by contacting the Disability Services Office (DSO) by email (dso@uw.edu) or phone call (206-543-6452). More information can be found on the [Disability Resources for Students webpage](#).