



ELECTRICAL & COMPUTER ENGINEERING

NEW STUDENT EMPLOYEE ONBOARDING SESSION - HOURLY

ECE PAYROLL

The HR/Payroll Manager is responsible for:

- Providing guidance and support on HR, appointment, and employment-related questions and concerns.
- Conducting student onboarding meetings and assisting with position updates and employment matters.
- Monitoring compliance with Sexual Misconduct Declaration requirements.

For assistance with these matters, contact **Christie Peralta, HR/Payroll Manager**, at cperal23@uw.edu.

The ECE Payroll Team is responsible for:

- Managing student appointments and related personnel actions, including offer letters, Workday transactions, PhD promotions following the General Exam, and quarterly offer letter decision tracking.
- Sending reminders for time reporting requirements, including Holiday Taken Time Off and timesheet submissions.
- Responding to payroll-related questions and concerns.

For payroll assistance, contact the **ECE Payroll Team** at ecpayroll@uw.edu.

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).

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.

RATES 2026-2027

(minimums as of July 2026)

ASE (union): \$23.78 per hour

Student Assistant (non-union):
\$21.30 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/>).

Payday is the 10th and 25th of each month. If a payday falls on:

- **Saturday**, employees are paid on the preceding Friday.
- **Sunday**, employees are paid on the following Monday.
- **A Monday holiday**, employees are paid on the preceding Friday.

Hours worked from the 1st to the 15th are paid on the 25th. Hours worked from the 16th to the end of the month are paid on the 10th of the following month.

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](#).

SUBMISSION DEADLINE

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



ELECTRICAL & COMPUTER
ENGINEERING

Christie Peralta, HR/Payroll Manager

cperal23@uw.edu

ecepayroll@uw.edu