



DEPARTMENT OF ANTHROPOLOGY

Hiring Hourly Employees

Name of Faculty Supervisor:

Name of Employee:

Please note that if the person has not been employed at UMD before, they will need to fill out paperwork. Visit:
<https://anth.umd.edu/content/payroll-forms>

Graduate Student

Undergraduate Student

Other

Hourly Pay Rate:

For students: If the pay rate exceeds \$16.65, a wage exception form needs to be completed. Visit:
<https://uhr.umd.edu/wp-content/uploads/Student-Wage-Exception-Form-2.pdf>

Funding Source (KFS):

Start Date:

End Date:

Job Description (Duties/Tasks):

Please note that during Fall & Spring semester, students must complete an overload to work anything beyond 20 hours. During the Summer and Winter semester, any hours worked beyond 40 hours of non-teaching require an overload. For teaching, anything beyond a summer appointment will require an overload form. An overload form can be found here: https://s3.amazonaws.com/drupal-base-s3-drupalshreds3-1qwpjwcnqwwsr/gradschool/s3fs-public/uploads/graduate_student_overload_assignment_request.pdf