5. New Hire Guidelines

1. If a graduate student has never been hired by the university, the home department or funding department will need to process a “New Hire”.

2. If the student is being hired by a funding source outside the home department, refer to instructions in Chapter 2. The Home Department Contact List is available at: http://grad.ucsd.edu/_files/financial/employment/home_dept_code.pdf

3. Refer to the instructions in the PPS desk Reference Manual for setting up the student’s appointment/employment using the “HIRE” bundle.

IMPORTANT: On the EPER screen, you must input the student’s academic graduate dept/group as the “Home Department”.

SSN

On the EEID screen, enter the nine-digit Social Security number without hyphens, for example, 123456789.

Information regarding Social Security numbers for international students:

International students must obtain a social security number to be employed. You may enter the appointment in PPS when the student has provided either of the following document(s): 1) a receipt that they applied for an SSN or 2) a copy of the Social Security card/number.

If you have a receipt of that the student has applied for a SSN, but has not yet received it, input nine 9’s (i.e. 999999999) on the EEID screen in the PPS system or nine zeros in the new web based PPS.

After pressing enter, the “Browse Select” screen appears. Type “S” (for Select) beside “None Below – Assign New ID ” and press enter. Press F3 to continue to the next screen. After updating the EEID screen, the SSN number will appear as zeros.

Follow up to ensure that the student brings you a copy of his permanent social security card after he receives it. You must then enter the permanent number on the EEID screen.

In addition, you must complete the Social Security Change Form on the following page, or at http://grad.ucsd.edu/_files/financial/ssn_change_form.pdf. The completed form should be sent to the Graduate Division, Mail Code 0003. The Graduate Division will update the SSN in ISIS and SAM computer systems to match the PPS database. If the numbers do not match, the student’s name will appear on the Student FICA error report.

If the student has not yet applied for a number, give the student a copy of the social security number information sheet located at the end of this chapter. You cannot input a payroll action unless the student already has a social security number or has a receipt from the Social Security Administration that he has applied for one.
SOCIAL SECURITY NUMBER CHANGE FOR GRADUATE INTERNATIONAL STUDENTS  
(Students who switch from a “990-” number to a permanent number)

Please complete this form and send to:

Kathryn Murphy, The Graduate Division, 0003

NOTE: If the student is also in the PPS system, enter the new number on the EEID screen and send a copy of the SSN to Payroll, 0952.

Student Name: ____________________________________________________

                             Last name                     First Name

A# (student ID number): ____________________________________________

SSN: _____________________________________________________________

Preparer’s Name: _________________________________________________

Department: ______________________________________________________

Phone Ext: _______________________________________________________

Date: ____________________________________________________________

NOTE: The social security number must be the same in ISIS, SAM, and PPS.

Graduate Division/SSNform
Revised 5/14 km
Name

On the EEID screen enter the student’s legal name as it is listed on the Social Security Card or other documentation (birth certificate, passport, etc.). The student’s name should be the same in Payroll as it is in the Student Information System (ISIS).
Note: Students may need to change their name in ISIS to match their name in PPS.

Oath Signature Date

Complete the oath information for citizens, leaving the field blank for Permanent residents and International students. The oath must be signed on or before the first day of service. Contact the Graduate Division for damage payment procedures (PPM 395-2, Damage Payments for Services Performed Before Loyalty Oath is Signed).

For Graduate Student Researchers, Readers, Tutors and Associates (in lieu of TA), this date will be the same as the appointment/distribution begin date.

For Teaching Assistants and Associates (teaching a course) the oath must be signed on or before the service period date, which is the quarter begin date. Note: for Winter quarter, the system requires that you input 1/1 or earlier date; however, Payroll is aware the oath can be signed on or before the winter quarter begin date which may be later than 1/1).

The oath is valid for 365 days. If an employee separates and is re-hired less than 365 days from their previous hire date, the employee is not required to complete a new form.

I-9 Date

Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer. Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee’s first day of employment.

BELI Code

The BELI code is always “5” for graduate students on academic or casual-restricted student titles. No BELI form needs to be completed.

College Code

The college code is always “00” for graduate students. The college code is important for DCP purposes. If students are not identified as currently enrolled graduate students with college code 00, they will have an 8.95% deduction from their paychecks. For more information on DCP, see chapter 22 of this manual.

Employee Relations Code

Effective June 2015, please be sure to update the Employee Relations Code (ERC) to “E” on the EPER screen when adding graduate student appointments in PPS. The “E” code will allow the system to update the appropriate Employee Unit Code (EUC) and Representation Code based on the title code for each appointment. This means that the ERC code only needs to be entered as “E” once for each student in PPS. Note that the “E” code replaces both the “H” code previously used for ASE appointments and the “I” code previously used for GSR appointments.
Creating New Appointments: Change in Percent Time, Title Code, Annual Rates

The Graduate Division requires that the appointment percent time match the distribution percent time. You must create a new appointment whenever changing percent time. For example, a TA appointed fall at 50%, winter at 33% and spring at 25% should be set up with three appointments and distributions. Creating a new appointment is also required when the title code changes (ex: from title code 3284 to 3266 in summer), or annual rates change (due to step increase or other reasons). These actions all require newly created appointments. If you are not sure if a new appointment is needed, please call the Graduate Division FSU for assistance.
Required Documents for New Hires

The following is a list of required documents for graduate students. These forms can be found on the Payroll website at: http://blink.ucsd.edu/sponsor/BFS/divisions/payroll/forms.html. All documents listed below except the UCRS Form 419 should be forwarded to the Payroll Office. UCRS Form 419 should be sent directly to UCOP: UC HR/Benefits, Records Management, P.O. Box 24570, Oakland, CA 94623-1570.

A. US Citizens
      (Students with a patent question should contact the Technology Office at 534-5815).
   2. I-9
   3. W-4
   4. Wage Disposition (if student elects direct deposit), or the student may enroll in direct deposit via At Your Service: https://atyourserviceonline.ucop.edu/ayso/
   5. UCRS Form 419 (statement concerning a position not covered by Social Security). Send form to UCOP (see address above).

B. Permanent Residents
   1. Patent Agreement
   2. I-9
   3. W-4
   4. Wage Disposition (if student elects direct deposit), or the student may enroll in direct deposit via At Your Service: https://atyourserviceonline.ucop.edu/ayso/
   5. UCRS Form 419 (statement concerning a position not covered by Social Security). Send form to UCOP (see address above).

C. International Students (F-1/J-1 Visa)
   1. Patent Agreement
   2. I-9
   3. Wage Disposition (if student elects direct deposit), or the student may enroll in direct deposit via At Your Service: https://atyourserviceonline.ucop.edu/ayso/
   4. Must have Social Security number or attach a receipt of application.
   5. UCRS Form 419 (statement concerning a position not covered by Social Security). Send form to UCOP (see address above)

In addition to the forms above, you will need to provide your new hires with the following:

Employee Demographic Data/Revised Form U5605

Affordable Care Act (ACA) Exchange Notice

Departments hiring Academic Student Employees should follow the ASE procedures, including the distribution of the UAW/ASE Membership Election Form, outlined at: http://grad.ucsd.edu/degrees/academic-student-employees.html

Departments should use the new Glacier system when hiring an International Student: http://blink.ucsd.edu/finance/payroll/foreign/

For instructions on how to complete the EALN screen for international students and permanent residents, please see http://blink.ucsd.edu/finance/payroll/foreign/ealn.html#
GRADUATE STUDENT NEW HIRE DATA COLLECTION WORKSHEET
(For Completion of Mandatory Fields)

(EEID)
Social Security Number ________________________________

First Name ___________________________ Middle ___________________________ Last Name ___________________________ Suffix (Jr./Sr)

Date of Birth: ___________________________ (Press enter to look for errors before proceeding to the next screen).

(EPD1)
Sex: ___ (M or F)
Hispanic: ____
American Indian or Alaska Native: ___ Asian: ___ Black/African American: ___
Native Hawaiian or Other Pacific Islander: ___ White: ___
Primary Ethnic/Race: ___ (see page 5-8)
Disabled Status: _____ (see page 5-8)
Veteran Status Codes – Vietnam: _____ War/Campaign: _____ Oth Status: _____ Serv Medal: _____
(N or V) (N or E = Veteran) (see page 5-8)
Recently Separated Veteran Date: ______
Citizenship: ______
(C = Citizen, R = Resident Alien, N = Non-Resident Alien, A= Canada, Mexico, S. Korea, S = India)
Student Status: 4 (Grad) No. of Reg. Units: ____ (leave blank)
Stu/Reg: _____(leave blank)

(EPD2)
Oath Signature Date: _______________ NOTE: For TAs, the oath must be signed by the first day of the quarter.
I9 Date: ____________________________ NOTE: Employees must complete and sign Section 1 of Form I-9 no later than the first
day of employment, but not before accepting a job offer

(EADR)
Permanent Address
Line 1: (only use for P.O. Box, route number or c/o line) ______________________________
Important to keep current. Line 2: (normal address line)___________________________
City: ___________________________ State______________ Zip: _______
Home Phone: ___________________________
Campus Release Codes – Perm Address: _____ Home Phone: _____ Spouse Name: _____
For all of the above: Blank = No (do not release information), Y= Yes (release information), N=No
Employee Organization Disclosures – Perm Address: _____ Home Phone: _____ For all of the above: Blank = Yes (release information), N= No, Y= Yes
(EADR) continued
Mail Code: ______ (This is where the paycheck and W2 form are sent if not sent electronically).

(ETAX) Refer to payroll instructions for a non-resident alien and student’s completed W-4 Form.
 Federal: Marital Status: _____(M)arried _____(S)ingle Personal Allowances:_______
 State: Marital Status: _____(M)arried _____(S)ingle _____(H)ead of Household
 Personal Allowances:_______ Itemized Deductions:_______
 Addl Fed Tax Withholding: (leave blank)_______ Addl Fed Nonres Alien Tax_______

(EALN) For non-U.S. citizens only. Refer to payroll instructions.
 Country Code: ____ Visa Type: ____ Visa/Work Permit End Date:_______ US Date of Entry_______
 (F1: see line 5 on I-20; J1: see line 3 of DS-2019)

(EAPC)
 APPOINTMENT:
 Type:_____ Basis_____Pd Ovr_____Begin Date_______End Date_______Dept Code_______ (funding source code)
 5 (Academic) 11 over 12 = GSR
 09 over 09 = TA, ASSC, RDR, TUTOR
 Title Code_______ %Full_______ F/V__Ann/Hr Rate_______Rt_______Sch_______Time_______Lv_______
 A=annual MO N N
 H = hourly BW A = timesheet
 B = by agreement
 DISTRIBUTION:
 Index___________ Sub__Dist %_________Beg Date___________End Date___________Step________
 0 =TA, ASSOC, GSR (for GSRs only)
 2 = RDR, TUTOR
 Amount___________ Dos_______
 REG

(EPER)
 BELI 5 (Grad) Effective Date: _________________________
 Date of Hire: ____________________ Original Date of Hire ____________________
 Employee Relations Code: E Employee Relations Unit: 99 = GSR
 NOTE: System will automatically populate if “E” is ERC code
 Home Dept Code: (must be Grad’s academic dept code) _________ Timekeeper Code: _________
 College Code: 00 (Grad)

Comments: Enter appropriate comments.
DEMOGRAPHIC DATA CODES

Primary Ethnic/Race Codes:

F = White (not of Hispanic origin)
A = Black/African-American (not of Hispanic origin)
2 = Chinese/Chinese-American
B = Japanese/Japanese-American
L = Filipino/Pilipino
R = Pakistani/East Indian
X = Other Asian
C = American Indian or Alaskan Native
E = Mexican/Mexican-American/Chicano
5 = Latin American/Latino
W = Other Spanish/Spanish-American
Z = Native Hawaiian or Other Pacific Islander
K = Korean/Korean-American*
I = Vietnamese/Vietnamese-American*
G = European*
J = Middle Eastern*
N = North African*
H = Two or More Races*
U = Unknown

Disabled Status Codes:

Blank = Not Disabled
N = Not Disabled
H = Disabled
D = Don’t Wsh Ans*
R = No Response*

Veteran Status Oth Codes:

Blank = Not a Disabled Veteran
N = Not a Disabled Veteran
S = Disabled Veteran
O = I am Not a Protected Veteran*
P = Protected Vet, No Self-Identity*

Citizenship Code List:

C = U.S. Citizen
R = Permanent Resident or Resident for Tax Purposes
A = Non-Resident Alien from Canada, India, Mexico or South Korea
N = Other Non-Resident Alien

*2014 new codes
1. **Social Security Number Required for UCSD Employment**

You must have a United States Social Security number (or a receipt showing you have applied for one) to be employed at UCSD. Your employment documents cannot be processed and you will not be paid unless you have a number or an application receipt.

You must show your Social Security card or give your application receipt to the person preparing your employment documents. If you do not have a card, please see the instructions below in order to obtain one.

2. **Applying for a Social Security Card**

Obtain information on the International Center’s website:

http://icenter.ucsd.edu/ispo/current/F-1/working-in-usa/SSN-info.html

To get bus information to get to the Social security Office, refer to the Metropolitan Transit System’s website:

http://www.sdcommute.com/

Information on how to get a bus sticker is available on Blink at:

http://blink.ucsd.edu/facilities/transportation/commuting/public.html

3. **Social Security Administration Offices**

There are several offices listed in the San Diego telephone directory under Social Security Administration. They are open Monday through Friday from 9:00 a.m. to 4:00 p.m. It is advisable to call to make an appointment. The general information phone number is 1-800-772-1213.

The nearest Social Security Admin Card Center is located at:

a) 109 West Ash St (downtown)
San Diego, CA. 92101
(800) 772-1213

4. **Application Receipt**

After you apply for a Social Security card they will give an application receipt. You must take this receipt to the person at UCSD preparing your employment documents so that the receipt (or a copy) can be submitted to the Payroll office.

5. **Social Security Card**

Your Social Security card will be mailed to your local address within 2-5 weeks after the date you applied. After you receive it, take it to the person who prepared your employment documents so that two copies can be made. The department will input the new number into Payroll, complete a form and send a copy to the Graduate Division Office.