6. **Rehire Guidelines**

1. You must process a “Rehire” (using the RHIR bundle) if there is a one day break in service (Monday – Friday) or the individual has been Separated. If appropriate you may process a GSR w/out salary appointment to cover a break in service (see GSR Chap 8) instead of processing a rehire.

2. Before processing a rehire, determine if any student information has changed since the student was last employed (i.e. name, address, academic department, tax withholding, change in bank account, etc.).

   If the student was previously set up for direct deposit, and has changed his/her bank account, the student must complete a new Wage Disposition form. The completed form should be sent to the Payroll Office with a note attached stating that there is a bank/account change. Make sure to call Payroll if you are mailing the form only a few days before the payroll compute. A student may also enroll in Direct Deposit or change their account information at: [http://ucnet.universityofcalifornia.edu/](http://ucnet.universityofcalifornia.edu/)

   Contact the Graduate Division to change the student’s academic department (Home Dept) if needed.

   If applicable, change the name and update the address as follows:

   **NAME CHANGE (if applicable) – Note: The name must match the social security card.**

   1. On the EEID screen, enter the EMP ID number.
   2. Type the new name in the appropriate fields: (First, middle, last)
   3. Press “enter” to view the new name format on the first line of the “Result” field.
   4. When the new format is correct, press “F5” to update and complete the action. The EMP ID will not change.

   **ADDRESS CHANGE (if applicable)**

   If the student has a change of address, enter the new address on the EADR screen. The Office of the President uses this address to mail student FICA (DCP) information. In addition, for inactive employees, the Payroll Office uses this address for mailing the W-2 form, Statement of Earnings for tax purposes.

   3. If you are hiring a student outside of your own department you must contact the Home Department to obtain pre-approval from the graduate coordinator. You may use the “Home Dept/Group” contact list at: [http://grad.ucsd.edu/_files/financial/employment/home_dept_code.pdf](http://grad.ucsd.edu/_files/financial/employment/home_dept_code.pdf)

   4. Refer to the “Graduate Student Rehire Data Collection Worksheet” in this chapter for additional information when processing a rehire.
NOTE: When you add an appointment with a future begin date the “Employment Status” will remain “Inactive” until the appointment begins.

Example: June 15 you input employment with a July 1 begin date. The Employment Status will indicate “I” (inactive) or “S” (separated) until July 1 when the system will automatically change the code from “I” or “S” to “A” (active) status.

The “Separation Date” and “Last Day on Pay” fields located on the ESEP screen will remain populated with dates until the employee record changes from “I” or “S” to “A” (active). The automatic re-derivation of the Retirement and FICA eligibility codes (IGEN screen) will also not occur until the employee record changes from “I” or “S” to “A” (active).

Oath

Complete the oath information for U.S. citizens. The oath must be signed on or before the first day of service by U.S. citizens. Leave the field blank for permanent residents and international students.

For students appointed as a Graduate Student Researchers, Readers, Tutors or Associates (in lieu of TA), the first day of service is the same as the appointment/distribution begin date.

When using a 10/01 start date for a Teaching Assistant or Associate (teaching a course), the oath must be signed on or before the first day of the quarter. These titles have a pay period begin and end date (what you input to PPS) versus a service period dates (the quarter begin and quarter end dates).

Note: A previously signed 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 staff titles. A BELI Form does not need to be completed.

College Code

Enter “00” for graduate students.

Student Status

Change the student status to “4” (graduate) if it is listed as “1” (non-student) or “3” (undergraduate).
Required Documents for Rehires

A. US Citizens

   A Patent Agreement must be signed every rehire. A previously signed oath is valid for 365 days from the date of the original signature.

2. I-9
   Refer to the instructions on the I-9 Form under “Section 3 – Updating and Reverification” when rehiring a student within three years of the initial I-9 form. A copy of the form should be retained by the funding department.

3. W-4
   If the student is making a change to his Federal or State tax withholding status currently in the system, submit the new form to Payroll.

4. Wage Disposition
   If the student has changed their bank account they should complete a new form or update the account information at: http://ucnet.universityofcalifornia.edu/

5. UCRS Form 419 (statement concerning a position not covered by Social Security)

B. Permanent Residents

1. Patent Agreement

2. I-9

3. W-4

4. Wage Disposition (see above)

5. Copy of Resident Alien Card (green card)

6. UCRS Form 419 (statement concerning a position not covered by Social Security)

C. International Students (F-1/J-1 Visa)

1. Patent Agreement

2. I-9

3. W-4

4. Wage Disposition (see above)

5. I-94 (showing current visa status)

6. I-20 (F-1) or DS2019 (J-1)

7. UCRS Form 419 (statement concerning a position not covered by Social Security)

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 should update Glacier when processing a rehire for an International Student:
http://blink.ucsd.edu/finance/payroll/foreign/
GRADUATE STUDENT REHIRE DATA COLLECTION WORKSHEET
(For Completion of Mandatory Fields)

(EEID)  Fill in Employee ID number and press the enter key. Name and SSN will appear.

Employee ID  ____________________________________

Social Security Number  ____________________________________

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

Date of Birth: _____________________________ (Press Enter key to look for errors before proceeding to next screen).

(ESEP)  Delete dates and all other information that appears on the screen.

If “Separation Date” does not appear, add previous separation date and Reason: AK to retroactively separate the student.

Last Day on Pay: _____________________________

Separation Date: ___________________________ Reason: ____________ Destination: ____________

Future Destination Code: ________________ Intercampus transfer: ______________________

Terminal Trip Bonus Time Paid: ___________ Terminal Vacation Leave Paid: ________________

Terminal Sick Leave Balance: ______________ (Press Enter key to look for errors before proceeding to 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)

Student Status: 4 (Grad) No. of Reg. Units: _____ (leave blank)

Stu/Reg: ___ (leave blank) (Press Enter key to look for errors before proceeding to next screen).

(EPD2)  Fill in the new Oath date and I-9 date.

Oath Signature Date: ________________ NOTE: For TAs, the oath must be signed by the first day of the quarter.

A previously signed oath is valid for 365 days.
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

Mail Code: ________ (If the student has Surepay, ask if his bank account number has changed. If so, complete a new check disposition form).

(ETAX) Refer to payroll instructions for a non-resident alien.

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 ______
5 (Academic)

Title Code ____________ %Full _____ F/V _____ Ann/Hr Rate ____________ Rt _____ Sch _____ Time _____ Lv _____

DISTRIBUTION:

Index ________ Sub _____ Dist % _____ Beg Date ____________ End Date ____________ Step (no decimal) ______
Amount ____________ Dos ______

(EPER) Fill in new BELI ‘effective date’ and new ‘date of hire’. Don’t change ‘original date of hire’.

BELI 5 (Grad) Effective Date: ____________________________

Date of Hire: ________________ Original Date of Hire ________________
Employee Relations Code: E Employee Relations Unit: 99 = GSR
BX = ASE (Associated Student Employees)
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)
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
S = 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