Index

1000 Hour Policy for Non-Student Tutors, 90
Academic Home Department Pre-Approval, 20
Academic Home Departments, 12
Academic Student Employee (ASE) Leaves, 117
Academic Student Employment System (ASES), 48
Academic Year Appointments Over 50% Time, 17
Actions Codes, 111
Address Change, 26
Affordable Care Act (ACA), 28, 115, 129
Appointments Less Than Entire Quarter and Change in Percent Time, 19
Assigned Action Codes, 111
Associate (in-lieu-of-TA) Title in Other Than Approved Programs, 19
Associate Teaching a Course – Title Code 1506, 58
Associate-in-lieu of TA – Title Code 1506 – Step 1, 58
Associates, 21, 27, 48, 58, 59, 120
BELI, 21, 24, 27, 31, 46, 56, 62, 67, 69, 75, 77, 84, 88, 89, 90, 100, 115
Benefits, 88, 89, 90, 115, 128
Bereavement Leave, 117
Biography Form for Non-Student Tutor (2510) or Reader (2500), 132
Block Grant & Graduate Fellowship, 11
Break-in-Service and Fall Quarter TA, 50
Calculation of the TA Daily Rate of Pay, 52
Career Services Center, 9
Change in Percent Time, 22
Chart of Partial Month Factors, 42
Child Care Reimbursement Program, 115
Childbirth Accommodation for Doctoral Students, 115
Citizenship Code, 131
Clear Dated Retroactive Changes, 103, 104
College Code, 22, 24, 28, 31, 46, 56, 62, 67, 69, 75, 77, 84, 100
Comments, 113
Creating New Appointments, 22
DCP Error Correction Form, 134
DCP SAFE HARBOR/MEDICARE ERROR CORRECTION FORM, 135
Defined Contribution Plan, 122
Delegation of Authority, 9
Demographic Data Codes, 130
DEMOGRAPHIC DATA CODES, 131
DepCare FSA, 120
Derived Action Codes, 112
Direct Deposit Information, 81
Disabled Status Codes, 131
Employee Relations Code, 22, 24, 31, 46, 56, 62, 67, 69, 75, 77, 84, 100
Employment, 9, 10, 14, 25, 27, 48, 89, 103, 108, 110, 123, 135, 136
Employment Eligibility, 14
Enrollment and Registration, 14
Exception Letter Guidelines, 18
Exceptions, 17, 18, 19
Export Control, 95
FERPA, 128
Fidelity Retirement, 122
Financial Support Unit, 10, 19
Fiscal Year Appointments, 14
Fixed Dollar Amount for Split-Funded GSRTF, 41
Glacier, 129
GPA, 14
Grademp, 9
Gradsup, 9
Graduate Division Financial Support Request Tool, 12, 35, 51, 79, 80
Graduate Student Researcher Exceptions, 18
Graduate Student Researchers, 18, 21, 27, 34, 39, 86, 116, 120
GSR Appointments Not Eligible for GSRTF, 38
GSR Partial Month Payment Formula, 42
GSR Step Levels, 37
GSR Tuition and Fee Remission (GSRTF), 34
GSR Without Salary (WOS), 39
GSRTF Clearing Account, 36
GSRTF Formulas for GSRTF Assessment, 41
GSRTF on 99100A or Other Funds Not Automatically Accepting T/F Remission Charge, 18
GSRTF Payments, 10, 35
GSRTF Pools and Average rates, 35
How to Verify That a Check Has Been Issued, 81
I-9 Signature Date, 21, 27
Intercampus Exchange, 123
International Students, 17, 20, 128
Joint Doctoral Program, 38
Junior Specialist, 92
Jury Duty, 117
Leave of Absence, 16
Long Term Medical Leave and Family-Related Leave, 118
Medical Student Appointments, 86
Military Leave, 119
Name, 21, 23, 26, 29, 30, 33, 45, 55, 61, 66, 68, 74, 76, 83, 126, 135
Name Change, 26
New Admit – Incoming/Entering Graduate Student, 16
New Hire Guidelines, 20
Non-Degree Student on Academic Titles, 18
Non-resident International Student Stipends, 79
Non-Salaried Visiting Graduate Student – Visitor Graduate (WOS) Title Code 3730, 92
Non-Student Reader and Tutor (Serving As a Course Assistant) Definitions, 87
Non-Student Tutors and Readers, 87
Oath Signature Date, 21, 23, 27, 30, 45, 50, 55, 61, 66, 68, 74, 76, 83
Official Mailing Address and Contact Information, 10
Paid Leave for Pregnancy Disability, Childbirth and Related Medical Conditions, 118
Paid Medical Leave and Family Leave, 119
Payroll Action Notice (PAN) Comments, 113
Percent Time and Academic Department Support Policy, 14
PharmD, 86
Pre-Approval Process, 12, 87
Pregnancy Disability Leave, 118, 119
Primary Ethnic/Race Codes, 131
Prorated Monthly Assessment, 41
Reader – Title Code 2850, 64
Readers, 9, 21, 27, 64, 87, 90, 102, 120
Readmit or Return From a Leave of Absence, 16
Recruiting, 48
Rehire Guidelines, 26
Required Documents for New Hires, 22, 127, 128
Required Documents for Rehires, 28
Research Fellow – Title Code 3296, 79
Retroactive Actions, 80, 102
Salaried Visiting Graduate Student – Junior Specialist, 96
Salaried Visiting Graduate Students Junior Specialist, 92
Salary Rate Chart, 137
Separation Guidelines, 32
Service Period v Pay Period, 49
Short-Term Family-Related Leave, 119
Social Security Number Change for Graduate International Students, 125
SOCIAL SECURITY NUMBER CHANGE FOR GRADUATE INTERNATIONAL STUDENTS, 126
Social Security Number Change Form for International Students, 21
Social Security Numbers (SSN), 20
Split-Funded GSRTF, 41
Split-Funding a GSR Appointment with a TA Appointment, 42
Spring Evaluations, 15
Spring Quarter TA and Other Summer Appointments, 50
Stale Dated Retroactive Changes, 103, 108
Step Levels, 37
Stipend payments, 79, 80, 81, 117
Student Academic Title Rates, 138
Student FICA: Defined Contribution Plan (DCP), 32
Student on a Leave of Absence, 16
Student Status, 23, 28, 29, 45, 55, 61, 66, 68, 74, 76, 83
Students from Other UC Campuses, 123
Students Funded Outside of Academic Home Department, 12
Summer and Quarter Break Employment, 16
TA Fee Deferment and TA Loan, 10, 51
Tax Identification Number (TIN), 79
Tax Information, 81
Tax Treaty, 79, 80
Teaching Assistant, 17, 19, 27, 42, 49, 51, 115
Teaching Assistant Daily Rate of Pay, 51
Title Codes, 34, 88
Tutor – Title Code 2860, 71
Tutor Title in Other than Approved Programs, 19
Tutors, 9, 21, 27, 64, 71, 87, 102, 120
| UC Dependent Care Flexible Spending Account Program, 120 | Visiting Graduate Students, 9, 92 |
| Vacation, 29, 120 | Visitinggradstaff, 9, 94 |
| Veteran Status Oth Codes, 131 | W-2, 23, 26, 30, 32, 33, 46, 56, 62, 67, 69, 75, 77, 82, 83, 89 |
| Visiting Graduate Student Processing Fee, 93 | Workers’ Compensation, 93, 120 |