Hello Everyone,

As we approach the start of Spring quarter, we wanted to send out a few important employment reminders.

**Oath and Patent**

US Citizens must sign the oath on or before the **first day of service** in order to avoid 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, **Wednesday, March 27, 2019**. See [Academic and Administrative Calendar 2018-2019](#).

**Percent Time During the Academic Year**

UC graduate student employment policy states that a full-time graduate student may be employed a maximum of 50% time during the academic year and up to 100% during the summer months. The last day of summer was Sunday, September 23, 2018. Students may not be appointed over 50% beginning Monday, September 24, 2018 through Friday, June 14, 2019, except by written approval from the Dean of Graduate Division. See [Graduate Division PPS Policy & Procedures, Chapter 3 Employment Eligibility](#) and [Graduate Division PPS Policy & Procedures, Chapter 4 Exceptions to Policy](#).

**Preapproval Process for Hiring Graduate Students**

The Graduate Division requires that a student’s academic home department serve as the PPS home department to ensure that the academic home department oversees and coordinates their student’s employment. If you are hiring a Graduate Student from a department other than your own, you must obtain approval from the student’s academic home department. You can access the list of home department contacts on the [Graduate Division Confluence for Campus Partners](#). See [Graduate Division PPS Policy & Procedures, Chapter 2 Preapproval Process](#) and [Graduate Home Department Codes and Contacts](#).

Please let me know if you have any questions! Thank you!

**Courtney L. Aguila**  
**Senior Graduate Employment Coordinator**  
Graduate Division, UC San Diego  
9500 Gilman Drive, #0003  
La Jolla, CA 92093-0003  
P: (858) 534-3727  |  F: (858) 534-4304  
E: claguila@ucsd.edu  |  W: grad.ucsd.edu

“Graduate education that transforms, enriches, and inspires.”
I will be out of the office beginning **Monday, March 10-Thursday March 14, 2019** and will have intermittent access to email during this time. If you require immediate assistance during these days, please contact Shar Rauch, srauch@ucsd.edu. Thank you!