Chapter 5: New Hire Guidelines for Entering Graduate Student Data

Academic Home Department Pre-Approval

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 HOME DEPARTMENT/GROUP AS THE “HOME DEPARTMENT”.

Social Security Numbers (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 may not input a payroll action unless the student already has a social security number or has a receipt from the Social Security Administration showing that he/she has applied for one.
Social Security Number Change Form for International Students
See Appendix A

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).

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.

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 Signature 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
The BELI code is always “5” for graduate students on academic 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.

Name
Students may need to change their name in ISIS to match their name in PPS.

Oath Signature Date
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).
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
See Appendix B
Graduate Student New Hire Data Collection Worksheet
For completion of mandatory fields.

<table>
<thead>
<tr>
<th>EEID</th>
<th>Social Security Number</th>
<th>First Name</th>
<th>Middle</th>
<th>Last Name</th>
<th>Suffix</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Press Enter to look for errors before proceeding to the next screen)

<table>
<thead>
<tr>
<th>EPD1</th>
<th>Sex: ____ (M or F)</th>
<th>Hispanic:</th>
<th>American Indian or Alaska Native: ____</th>
<th>Asian: ____</th>
<th>Black/African American: ____</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>American Indian or Alaska Native: ____</td>
<td>Asian: ____</td>
<td>Black/African American: ____</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hispanic:</td>
<td>American Indian or Alaska Native: ____</td>
<td>Asian: ____</td>
<td>Black/African American: ____</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Native Hawaiian or Other Pacific Islander: ____</td>
<td>White: ____</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Primary Ethnic/Race: ____</td>
<td>(see Demographic Data Codes)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Disable Status: ____</td>
<td>(see Demographic Data Codes)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Veteran Status Codes – Vietnam: ____</td>
<td>War/Campaign: ____</td>
<td>Oth Status: ____</td>
<td>Serv Medal: ____</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(N or V)</td>
<td>(N or E)</td>
<td>(see Demographic Data Codes)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Recently Separated Veteran Date: ____</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Citizenship: ____</td>
<td>(C=Citizen, R=Resident Alien, N=Non-Resident Alien, A=Canada, Mexico, S.Korea, S=India)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Student Status: ____</td>
<td>(4=Grad)</td>
<td>No. of Reg. Units: ____</td>
<td>(Leave blank)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EPD2</th>
<th>Oath Signature Date: ____</th>
<th>I-9 Date: ____</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>For TAs and Assoc., the Oath must be signed by the first day of the quarter.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EADR</th>
<th>Permanent Address Line 1: ____</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Line 2: ____</td>
</tr>
<tr>
<td></td>
<td>City: ____ State: ____ Zip: ____</td>
</tr>
<tr>
<td></td>
<td>Home Phone: ____</td>
</tr>
<tr>
<td></td>
<td>Location Release Codes – Perm Address: ____</td>
</tr>
<tr>
<td></td>
<td>(Blank=No, do not release information, Y=Yes, release information, N=Now, do not release information)</td>
</tr>
<tr>
<td></td>
<td>EE Org/Union Disclosures – Perm Address: ____</td>
</tr>
<tr>
<td></td>
<td>(Blank=No, do not release information, Y=Yes, release information, N=Now, do not release information)</td>
</tr>
<tr>
<td></td>
<td>Mail Code: ____ This is where paycheck and W-2 are sent, if not sent electronically.</td>
</tr>
</tbody>
</table>
**ETAX**

Refer to payroll instructions for a non-resident alien and student’s completed W-4 Form.

**Federal**
Marital Status: ____ (M)arried or (S)ingle
Personal Allowances: ____

**California**
Marital Status: ____ (M)arried or (S)ingle or (H)ead of Household
Personal Allowances: ____
Itemized Deductions: ____
Addl Fed Tax Withholding: ____ (leave blank)

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**EALN**

For non-US citizens only. Refer to payroll instructions.
Country of Residence: ____ U.S. Date of Entry: ____
Visa Type: ____ Work Permit End Date: ____ (F-1: see I-20; J-1: see DS-2019)

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**EAPC**

Appointment
Type: ____ Bas: ____ Pd Ovr: ____ Appt Begin: ____ Appt End: ____ Dur: ____ Dept: ____
(5, Academic) (11=GSR or 9=ASE) (12=GSR or 9=ASE)
Title: ____ %Full: ____ F/V: ____ Ann/Hr Rate: ____ Rt: ____ Sch: ____ Time: ____ LV: ____
(Rate: A=annual, H=hourly, B=by agreement) (Schedule: MO or BW) (Time: N or A=timesheet) (Leave: N)

Distribution
(Sub: 0=TA, Assoc, GSR; Sub 2=Reader, Tutor) (GSR only)

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**EPER**

Assigned BELI: ____ Effective Date: ____
Date of Hire: ____ Original Hire Date: ____
Employee Relations Code: ____ (E)
Home Department: ____ Must be student’s Academic Home Department
Employee Relations Unit: ____ 99=GSR, BX=ASE (System will auto-populate if ERC is “E”)
Timekeeper Code: ____
College Code: ____ (00)

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**DEMOGRAPHIC DATA CODES**

See Appendix C
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://ispo.ucsd.edu/current-students/f-1-students/working-in-usa/f-1-social-security.html](http://ispo.ucsd.edu/current-students/f-1-students/working-in-usa/f-1-social-security.html)

   To get bus information to get to the Social security Office, refer to the Metropolitan Transit System’s website: [http://transit.511sd.com](http://transit.511sd.com)

   Information on how to get a bus sticker is available on Blink at: [http://blink.ucsd.edu/facilities/transportation/commuting/public.html](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:

   109 West Ash St
   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.