Hello Everyone,

As we begin the Winter quarter, we wanted to send out a few important employment reminders.

**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.

**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, **Thursday, January 2, 2020**. See [Academic and Administrative Calendar 2019-2020](#).

**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 is Sunday, September 22, 2019. Students may not be appointed over 50% beginning **Monday, September 23, 2019 through Friday, June 12, 2020**, 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, not the hiring department, serve as the home department in PPS 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](#).

**Social Security Numbers**

Please make sure that you are updating your students’ Social Security Numbers in PPS. Submit updates for international students, as needed, using our Social Security Number Change Form for International Graduate Students. See [Graduate Employment Forms](#).

Please let us 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 92030-0003
P: (858) 534-3727 | F: (858) 534-4304
E: claguila@ucsd.edu | W: grad.ucsd.edu
Pronouns: she/her/hers

“Graduate education that transforms, enriches, and inspires.”

Upcoming Out of Office: January 10, 2020 – January 17, 2020