

From: gradcoords-l-bounces@mailman.ucsd.edu on behalf of [grademployment](#)
To: "GRADEMP-L@ucsd.edu"; gradsup@ucsd.edu; gradcoords-l@ucsd.edu; VisitingGradStaff-L@ucsd.edu
Subject: [Gradcoords-l] RE: Visiting Graduate Students as Contingent Workers – UC Path and Compliance with UC COVID-19 Vaccination Policy
Date: Tuesday, August 24, 2021 12:15:09 PM
Attachments: [image001.png](#)

Hi Everyone,

Below, please find our Google Sheet with instructions to prepare unsalaried Visiting Graduate Students for upload into UCPATH.

https://docs.google.com/spreadsheets/d/1YVZXUhdKzWfxVFqnrozMkywnaN_V_gVFleOyHsrktVs/edit?usp=sharing

If you would like to have your VGS uploaded, please reference the instructions in the spreadsheet. If you would **not like** to have VGS uploaded, you can make the entries into UCPATH directly.

Please make updates to the spreadsheet by **Tuesday, August 31, 2021**; and we will plan to upload by the **Tuesday, September 7, 2021**.

If you have any questions, please [submit a ticket to Services & Support \(Payroll, Academic Personnel, & HR\)](#)

I want to... **Make a Request or Report an Issue**

Subject... **Recommended: VGS/CWR Mass Hire Upload (Grad Employment)**

Description... **Helpful to provide the name of your VGS and their VGS ID**

About... **UCPATH-Student Support**

Related to... **UCPATH-Graduate Student Academic Personnel Policy**

Add attachments - Attach screenshot, if applicable

Thank you!

Courtney L. Aguila
Assistant Director, Graduate Student Financial Support
Graduate Division, UC San Diego

Working remotely as of March 16, 2020.

From: grademployment
Sent: Thursday, August 12, 2021 2:39 PM
To: 'GRADEMP-L@ucsd.edu' <GRADEMP-L@ucsd.edu>; gradsup@ucsd.edu; gradcoords-l@ucsd.edu; VisitingGradStaff-L@ucsd.edu
Subject: Visiting Graduate Students as Contingent Workers – UC Path and Compliance with UC COVID-19 Vaccination Policy

Hi Everyone,

Our unsalaried Visiting Graduate Students will now need to be entered into UCPATH. To assist in this process, the Graduate Student Employment team, in coordination with the Visiting Graduate Student Coordinator will plan to submit a mass hire upload next week for this group. We will send a follow-up email with a link to a list of the visitors we have in the system at this time who need to be entered.

In the meantime, if you would like to make the entries on your own into UCPATH, there is UPK that you can reference with instructions. We've added guidance to our [UCPATH for Graduate Student Employment](#) Collab space here: [Common Scenarios to Navigate in UCPATH](#) (Contingent Worker: Visiting Graduate Student).

For those salaried VGS already in UCPATH as Jr. Specialists, there is no additional payroll action to take.

Sincerely,
Courtney

Courtney L. Aguila
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[Pronouns: she/her/hers](#)



Working remotely as of March 16, 2020.

From: Senior AVCAA <savcaa@UCSD.EDU>

Sent: Friday, August 6, 2021 11:14 AM

To: gc-deans-l@ucsd.edu; Leinen, Margaret <mleinen@ucsd.edu>; Brenner, David <dbrenner@ucsd.edu>; Rhodes, Brandon <brhodes@health.ucsd.edu>; Hawkins, Faith <fhawkins@UCSD.EDU>; Callaghan, Patrick <pcallaghan@ucsd.edu>; Anderson, Cheryl <c1anderson@ucsd.edu>; Garfin, Steven <sgarfin@ucsd.edu>; Mckerrow, James <jmckerrow@ucsd.edu>

Cc: Palmer, Cynthia <c5palmer@ucsd.edu>; AVC-AA <AVC-AA@ucsd.edu>; Carter-Dubois, Marie <mcarterdubois@UCSD.EDU>; Senior AVCAA <savcaa@UCSD.EDU>

Subject: Contingent Workers – UC Path and Compliance with UC COVID-19 Vaccination Policy

Importance: High

Dear Colleagues,

As we work to implement the UC COVID-19 Vaccination Policy, it has come to my attention that a number of our academic appointees are not in UCPATH. This extra step is necessary and critical in order to allow all our academic appointees access to the EPIC and MyChart systems and Sedgwick processing for exceptional requests for exemptions. Therefore, effective immediately, the following appointees must be entered into UCPATH as Contingent Workers to generate an Employee ID:

- Visiting Scholars
- Visiting Non-UC Graduate Students
- Research Associate
- Research Fellow

While the Social Security Number (SSN) is not a required field for Contingent Workers, entering the SSN will help with unique identification and will simplify the MyChart process for the appointee, and I encourage SSN data entry wherever possible.

Please contact Asst. VC Cindy Palmer at c5palmer@ucsd.edu, if you have any questions and thank you for your assistance in this effort.

Best Regards,

Bob

Robert E. Continetti, Ph.D.
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