Employment

Payment requests need to be entered via the online Financial Support Request tool.

IMPORTANT REMINDERS FOR FALL 2018

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 (Monday, September 24, 2018).

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 23, 2018. Students may not be appointed over 50% beginning Monday, September 24, 2018, except by written approval from the Dean of Graduate Division.

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 site (contact Courtney Aguila with any updates).

Employment Tip

Have questions about graduate student employment? Search our PPS manual, check out our FAQ section, or contact a Graduate Student Employment Coordinator.