Chapter 6: Rehire Guidelines for Entering Graduate Student Data

You must process a “Rehire” (using the RHIR bundle) if there is a one day break in service (Monday – Friday) or the individual has been Separated. If appropriate you may process a GSR w/out salary appointment to cover a break in service (see Chap 8) instead of processing a rehire.

Before processing a rehire, determine if any student information has changed since the student was last employed (i.e. name, address, academic department, tax withholding, change in bank account, etc.).

If the student was previously set up for direct deposit, and has changed his/her bank account, the student must complete a new Wage Disposition form. The completed form should be sent to the Payroll Office with a note attached stating that there is a bank/account change. Make sure to call Payroll if you are mailing the form only a few days before the payroll compute. A student may also enroll in Direct Deposit or change their account information at: http://uconnect.ucsf.edu/

Contact the Graduate Division to change the student’s academic department (Home Dept) if needed.

Future-Dated Appointments:

When you add an appointment with a future begin date, the “Employment Status” will remain “Inactive” until the appointment begins.

Name Change

(If applicable)

1. On the EEID screen, enter the EMP ID number.
2. Type the new name in the appropriate fields: (First, middle, last).
3. Press “enter” to view the new name format on the first line of the “Result” field.
4. When the new format is correct, press “F5” to update and complete the action.
5. The EMP ID will not change.

Name Change

The name must match the social security card.

Address Change

(If applicable)

If the student has a change of address, enter the new address on the EADR screen. The Office of the President uses this address to mail student FICA (DCP) information. In addition, for inactive employees, the Payroll Office uses this address for mailing the W-2 form, Statement of Earnings for tax purposes.

If you are hiring a student outside of your own department, you must contact the Academic Home Department to obtain pre-approval from the graduate coordinator. You may use the “Home Department Codes and Contacts List” at: http://grad.ucsd.edu/_files/financial/employment/home_dept_code.pdf

Refer to the “Graduate Student Rehire Data Collection Worksheet” in this chapter for additional information when processing a rehire.

Example

June 15 you input employment with a July 1 begin date. The Employment Status will indicate “I” (inactive) or “S” (separated) until July 1 when the system will automatically change the code from “I” or “S” to “A” (active) status.

The “Separation Date” and “Last Day on Pay” fields located on the ESEP screen will remain populated with dates until the employee record changes from “I” or “S” to “A” (active). The automatic re-derivation of the Retirement and FICA eligibility codes (IGEN screen) will also not occur until the employee record changes from “I” or “S” to “A” (active).

Oath Signature Date
Complete the oath information for U.S. citizens. The oath must be signed on or before the first day of service by U.S. citizens. Leave the field blank for permanent residents and international students.

For students appointed as a Graduate Student Researchers, Readers, Tutors or Associates (in lieu of TA), the first day of service is the same as the appointment/distribution begin date.

When using a 10/01 start date for a Teaching Assistant or Associate (teaching a course), the oath must be signed on or before the first day of the quarter. These titles have a pay period begin and end date (what you input to PPS) versus a service period dates (the quarter begin and quarter end dates).

**Oath Signature Date:**
A previously signed 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.

**ASE Personal Contact Information**
In addition to home address, home phone number (i.e. cell number) and personal email address must be collected and updated on the EADR screen for ASEs. More information can be found on [Hiring Process: ASE Personal Contact Information](#).

**BELI**
Please review the BELI code the student was assigned at the time of separation using Employee History. If it was previously listed as “5,” continue to use “5” when rehiring and note that a BELI Form does not need to be completed. If the code had been updated to “4,” this may reflect that the student became eligible for Core benefits under the ACA benefits eligibility rules. See Chapter 21 of this manual for details regarding Affordable Care Act (ACA) Employer Shared Responsibility Requirements.

**College Code**
Enter “00” for graduate students.

**Student Status**
Change the student status to “4” (graduate) if it is listed as “1” (non-student) or “3” (undergraduate).

**Required Documents for Rehires**
See Appendix B

<table>
<thead>
<tr>
<th><strong>Graduate Student Rehire Data Collection Worksheets</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>For completion of mandatory fields.</td>
</tr>
<tr>
<td><strong>EEID</strong></td>
</tr>
<tr>
<td>Social Security Number</td>
</tr>
<tr>
<td>First Name</td>
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<tr>
<td>Middle</td>
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<tr>
<td>Last Name</td>
</tr>
<tr>
<td>Suffix</td>
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<tr>
<td>Date of Birth</td>
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</tbody>
</table>

(Press Enter to look for errors before proceeding to the next screen)
ESEP
Delete data from all fields except the Separation Date and the Check Disposition, which needs to be "3". If Separation Date does not appear, add previous separate date and Reason code "AK" to retroactively separate the student.

Last Day on Pay: ___
Separation Date: ___ Reason: ___ Destination: ___
Future Destination Code: ___ Intercampus transfer: ___
Terminal Trip Bonus Time Paid: ___ Terminal Vacation Leave Paid: ___
Terminal Sick Leave Balance: ___
Check Disposition: ___ (3)
Press Enter to look for errors before proceeding to next screen.

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

EPD2
Oath Signature Date: __________ For TAs and Assoc., the Oath must be signed by the first day of the quarter.
I-9 Date: __________

EADR
Permanent Address Line 1: ___
Line 2: ___
City: ___ State: ___ Zip: ___
Home Phone: ___ (required for ASEs)
Personal Email: ___ (required for ASEs)
Location Release Codes – Perm Address: ___ Home Phone: ___ Spouse Name: ___
(Blank= No, do not release information, Y= Yes, release information, N= Now, do not release information)
EE Org/Union Disclosures – Perm Address: ___ Home Phone: ___
(Blank= No, do not release information, Y= Yes, release information, N= Now, do not release information)
Mail Code: ___ This is where paycheck and W-2 are sent, if not sent electronically.
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)

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 line 5 on I-20; J-1: see line 3 of DS-2019)

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)

EPER
Assigned BELI: 5 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)

Demographic Data Codes
See Appendix C