Search, download, and print the Graduate Division Policy and Procedures manual. This manual accompanies the UC Learning course “PPS Update: Graduate Division Procedures and Activities.” Interested in taking this course? Sign up on UC Learning and search for “Graduate Division Procedures and Activities”.


Contents

Chapter 1: Introduction
Chapter 2: Pre-Approval Process
Chapter 3: Graduate Student Employment Eligibility
Chapter 4: Exceptions to Policy
Chapter 5: New Hire Guidelines for Entering Graduate Student Data
Chapter 6: Rehire Guidelines for Entering Graduate Student Data
Chapter 7: Separation Guidelines
Chapter 8: Guide for Graduate Student Researchers
Chapter 9: Instructional Assistant Data Management System (IA System)
Chapter 10: Guide for Teaching Assistants
Chapter 11: Guide for Associates
Chapter 12: Guide for Readers
Chapter 13: Guide for Tutors
Chapter 14: Guide for Non-Resident International Student Stipends
Chapter 15: Medical Student Appointments
Chapter 16: Non-Student Tutors and Readers
Chapter 17: Visiting Graduate Students (non-UC)
Chapter 18: Retroactive Actions
Chapter 19: Action Codes
Chapter 20: Payroll Action Notice (PAN) Comments
Chapter 21: Benefits
Chapter 22: Defined Contribution Plan (DCP), Medicare, and Unemployment Insurance
Chapter 23: Intercampus Exchange
Appendix A: Social Security Number Change for International Graduate Students
Appendix B: Required Documents for New Hires
Appendix C: Demographic Data Codes
Appendix D: Graduate Division Biography Form for Non-Student Tutor (2510) or Reader (2500)
Appendix E: DCP Error Correction Form
Appendix F: Salary Rate Chart

For questions or comments, please contact Courtney Aguila.