Appendix B: Required Documents for New Hires

Required Documents for New Hires

The following is a list of required documents for graduate students. These forms can be found on the Payroll website at: http://blink.ucsd.edu/sponsor/BFS/divisions/payroll/forms.html. All documents listed below except the UCRS Form 419 should be forwarded to the Payroll Office. UCRS Form 419 should be sent directly to UCOP: UC HR/Benefits, Records Management, P.O. Box 24570, Oakland, CA 94623-1570.

1. US Citizens
   a. Oath & Patent Agreement (Students with a patent question should contact the Technology Office at 534-5815)
   b. I-9
   c. W-4
   d. Wage Disposition or ADP Aline Paycard, or the student may enroll in direct deposit via At Your Service: https://atyourserviceonline.ucop.edu/ayso/
   e. UCRS Form 419 (statement concerning a position not covered by Social Security). Send form to UCOP (see address above).
2. Permanent Residents
   a. Patent Agreement
   b. I-9
   c. W-4
   d. Wage Disposition or ADP Aline Paycard, or the student may enroll in direct deposit via At Your Service: https://atyourserviceonline.ucop.edu/ayso/
   e. UCRS Form 419 (statement concerning a position not covered by Social Security). Send form to UCOP (see address above).
3. International Students (F-1/J-1 Visa)
   a. Patent Agreement
   b. I-9
   c. Wage Disposition or ADP Aline Paycard, or the student may enroll in direct deposit via At Your Service: https://atyourserviceonline.ucop.edu/ayso/
   d. Must have Social Security number or attach a receipt of application.
   e. UCRS Form 419 (statement concerning a position not covered by Social Security). Send form to UCOP (see address above)

Other forms the student may need to complete if applicable include:

- Child Abuse (CANRA) – for students whose duties require direct contact and/or supervision of children (defined as individuals under the age of 18).
- Compliance and required training (including FERPA)
- I-9 Supplement - Section 1 Preparer and/or Translator Certification
- Near Relative requests for student-staff (casual restricted) titles
- For Near Relative requests on student academic titles, please contact the Graduate Division for further instruction
- Out of State Tax (UPAY 830)
- UAW Membership Election Form for first-time Academic Student Employees

In addition, you will need to provide your new hires with the following:

- Employee Demographic Data/Revised Form U5605
- Affordable Care Act (ACA) Exchange Notice

Departments hiring Academic Student Employees should review the UAW/ASE contract and procedures at: http://grad.ucsd.edu/financial/employment/ases/index.html

Departments should use the new Glacier system when hiring an International Student: http://blink.ucsd.edu/finance/payroll/foreign/

For instructions on how to complete the EALN screen for international students and permanent residents, please see: http://blink.ucsd.edu/finance/payroll/foreign/ealn.html

Checklist for Departments with New Employees (Blink page): https://blink.ucsd.edu/HR/supervising/hiring/checklist-d.html#First-day