Employment

Fall 2019 Fee Payments are due to Graduate Division IMMEDIATELY.
Payment requests need to be entered via the online Financial Support Request tool.

IMPORTANT REMINDERS FOR FALL 2019

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 at Hiring Process: ASE Personal Contact Information.

Employee Relations Code
Effective June 2015, please be sure to update the Employee Relations Code (ERC) to “E” on the EPER screen when adding graduate student appointments in PPS. The “E” code will allow the system to update the appropriate Employee Unit Code (EUC) and Representation Code based on the title code for each appointment. This means that the ERC code only needs to be entered as “E” once for each student in PPS. Note that the “E” code replaces both the “H” code previously used for ASE appointments and the “I” code previously used for GSR appointments.

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 23, 2019. See Academic and Administrative Calendar 2019-2020.

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 22, 2019. Students may not be appointed over 50% beginning Monday, September 23, 2019 through Friday, June 12, 2020, except by written approval from the Dean of Graduate Division. See Graduate Division PPS Policy & Procedures, Chapter 3 Employment Eligibility and Graduate Division PPS Policy & Procedures, Chapter 4 Exceptions to Policy.

Preapproval Process for Hiring Graduate Students
The Graduate Division requires that a student's academic home department, not the hiring department, serve as the home department in PPS 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 for Campus Partners. See Graduate Division PPS Policy & Procedures, Chapter 2 Preapproval Process and Graduate Home Department Codes and Contacts.

Social Security Numbers
Please make sure that you are updating your students' Social Security Numbers in PPS. Submit updates for international students, as needed, using our Social Security Number Change Form for International Graduate Students. See Graduate Employment Forms.

Previous Communication
Spring 2019 Employment Reminders: Oath Date, Percent Time, and Preapproval Process
Fall 2018 Employment Reminders: Oath Date, Percent Time, and Preapproval Process
See all past email communication from the GradEmp Listserv here.