UCPath for Graduate Student Employment

Landing page with information, links to reference documents, FAQs, and more. Please check back frequently for updates related to graduate student employment on graduate academic titles. For comprehensive training, job aids, and UCPath updates, please refer to the UC San Diego UC Path homepage.

Contact Courtney Aguila or Kacy Cashatt at grademployment@ucsd.edu for information on this page.

August 2020

UCPath for Graduate Student Employment: Office Hours

Zoom Link: https://ucsd.zoom.us/j/99061061903
Meeting ID: 990 6106 1903

Beginning in August, we will only hold office hours one day per week. Please see dates below:

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>4</td>
<td>Wednesday, 08/26</td>
<td>1:00 - 3:00 pm</td>
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September 2020

Office Hour Schedule will be Wednesdays from 1:00pm - 3:00pm with the same Zoom information as above.

Office Hours will not be held on Wednesday, September 9, 2020.

July 31, 2020: Join us for conversations, quick questions, moral support, and more on Microsoft Teams! Click this link to join the Graduate Student Employment Team

July 28, 2020: New information about Intralocation Transfer Process and Concurrent Hires

See the UCPath Transactor Materials page for announcements, updates, population-specific Zoom sessions, Zoom appointments, and more! (you should bookmark the Transactor Materials page)

Graduate Student-Specific Data Entry Guidelines

- Choosing the Correct Template
- Collected Best Practices
- Common Scenarios to Navigate in UCPath
- Create a New Position - Graduate Academic Titles
- Create a New Position - Jr. Specialist /Visiting Graduate Students
- Employee Record Number
- Extended Leaves
- Summer Session Pay
- Transaction Comments

Training and Slide Decks

- Transactor Support: Graduate Students

Untitled (but nevertheless important) Topics

- Frequently Asked Questions

Important Communication from Graduate Division, Payroll, and the UCPath Team

Courtney & Kacy’s Most Frequently Used Reference Docs & Job Aids

(we will continue to update these as we move towards go-live, feel free to send us suggestions)

See the full and complete library of reference documents, job aids, and training on the UC San Diego UCPath website.

UCPath Transactor Materials

UC San Diego Job Aids and Quick References

- UCPath Payroll Calendar
- Job Aid: How to Initiate a Short Work Break
- Job Aid: How to Manage Appointment End Dates
- Job Aid: How to Process Payments for Graduate Students in Summer Session
- Job Aid: UC Path System Navigation
Need More Help?
Submit a ticket to Services & Support!

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