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.

Effective October 2020, Office Hours will be from 2:00pm - 3:00pm

October 2020

UCPath for Graduate Student Employment: Office Hours

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

Wednesdays; 2:00pm - 3:00pm

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

September 25, 2020: Salary Range Adjustment for Academic Student Employees and Graduate Student Researchers will take place from 10/01/20- 10/07/20. Click here to see the email communication.

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

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
Mass PayPath Actions
Summer Session Pay
Transaction Comments

Training and Slide Decks

Transactor Support: Graduate Students
UCPath Zoom: Updating Position and Job Data

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
• Mapped Index Lookup Tool
  (requires SSO)

Need More Help?
Submit a ticket to Services & Support!

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