**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](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 Intralo cation 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 Aguila or Kacy Cashatt at grademployment@ucsd.edu for information on this page.