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.

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

For information on this page, contact Courtney Aguila, Kacy Cashatt, or Laura Jimenez by submitting a Services & Support ticket.

Graduate Employment Information Sessions

Graduate Student Mass Hire Training

Wednesday, June 16, 2021, 9:00am - 10:00am

Details: In addition to Mass PayPath and Mass Additional Pay upload, we are now offering Mass Hire processing. If you would like to learn how to prepare and submit new and concurrent hires through the Mass Hire template in preparation for hiring students into graduate academic titles, please attend this training. We recommend the Mass Hire process for departments who are hiring 25 or more students for a quarter /pay period.

Please note, you must complete this training to utilize the Mass Hire template. If you are unable to attend but would like to utilize the Mass Hire template, please check for updates on our collab page: Mass Hires

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

Intralocation Transfer

Effective December 2020, please discontinue the use of the Intralocation Transfer Process for Academics. Full details here.

Reporting Tools

We are working with a central team to produce various student and financial support reports. We would like your input in this important process. We are asking for ideas and samples of reports that you have used, are using now, or would like to help manage your student population. Feel free to attach multiple files. Click here to complete the Google Form!

Microsoft Teams

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

Data Entry Guidelines

Reference Information

Contact Courtney Aguila, Kacy Cashatt, or Laura Jimenez by submitting a Services & Support ticket.