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 Employment Policy & Procedures

Wednesday, September 1, 2021, 9:00am - 10:30am

Goal

Provide graduate employment and funding coordinators with an overview of graduate employment policy in order to coordinate the appointment of graduate students in their roles correctly and in accordance with policy. For seasoned coordinators, this will largely be review. However, we believe it will include valuable information for employment and funding coordinators at all knowledge levels of graduate student employment.

Learning Objectives

1. Familiarization with Graduate Student Employment Policy & Procedures (GSEPP)
2. Hiring departments and Academic Home Departments understand their roles and responsibilities
3. Share resources for your reference

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

Update to Salary Admin Plan for Tutors

Effective October 2021, Tutors have a new Salary Admin Plan. For graduate and undergraduate students serving in the Tutor (002860) job code, please use the UCSD-specific Salary Admin Plan of SDTU. If you notice your student still has T020, please update to SDTU effective 10/01/2021 for monthly and 10/03/2021 for biweekly employees. Updates are reflected on the AY 2021-2022 Student Academic Title Rates Chart.

Please note: Postdoctoral Tutors should continue to have a BYA Salary Admin Plan.

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.