

Appendix: Required Documents for New Hires

Hiring

Your department may elect to use the [ONBOARDING](#) tool to hire graduate students. Please note that the [Membership Election Form](#) and the [UCRS Form 419](#) ARE NOT included in the forms sent to new hires in that system. You will need to send these forms to your new hires outside of the ONBOARDING system. New hire paperwork not collected in the ONBOARDING tool can be sent to Payroll via a ticket to [Services and Support](#).

Oath Signature Date

- Complete the oath information for citizens, leaving the field blank for Permanent residents and International students. The oath must be signed on or before the first day of service. Contact the Division of Graduate Education and Postdoctoral Affairs for damage payment procedures (PPM 395-2, Damage Payments for Services Performed Before Loyalty Oath is Signed).
- For Graduate Student Researchers, Readers, Tutors and Associates (in lieu of TA), this date will be the same as the appointment/distribution begin date.
- **For Teaching Assistants and Associates (teaching a course) the oath must be signed on or before the service period date, which is the quarter begin date.**
- The oath is valid for 365 days. If an employee separates and is re-hired less than 365 days from their previous hire date, the employee is not required to complete a new form.

Required Documents

The following is a list of required documents for graduate students. These forms can be found on the Payroll website at: <http://blink.ucsd.edu/sponsor/BFS/divisions/payroll/forms.html>. All documents listed below except the UCRS Form 419 should be forwarded to the Payroll Office. [UCRS Form 419](#) should be sent directly to UCOP: UC HR/Benefits, Records Management, P.O. Box 24570, Oakland, CA 94623-1570.

1. US Citizens
 - a. Oath & Patent Agreement (Students with a patent question should contact the Technology Office at 534-5815)
 - b. I-9 (use [I-9 Tracker](#))
 - c. [W-4](#)
 - d. Wage Disposition or ADP Aline Paycard, or the student may enroll in direct deposit via At Your Service: <https://atyourserviceonline.ucop.edu/ayso/>
 - e. [UCRS Form 419](#) (statement concerning a position not covered by Social Security). Send form to UCOP (see address above).
2. Permanent Residents
 - a. Patent Agreement
 - b. I-9 (use [I-9 Tracker](#))
 - c. [W-4](#)
 - d. Wage Disposition or ADP Aline Paycard, or the student may enroll in direct deposit via At Your Service: <https://atyourserviceonline.ucop.edu/ayso/>
 - e. [UCRS Form 419](#) (statement concerning a position not covered by Social Security). Send form to UCOP (see address above).
3. International Students (F-1/J-1 Visa)
 - a. Patent Agreement
 - b. I-9 (use [I-9 Tracker](#))
 - c. Wage Disposition or ADP Aline Paycard, or the student may enroll in direct deposit via At Your Service: <https://atyourserviceonline.ucop.edu/ayso/>
 - d. Must have Social Security number or attach a receipt of application.
 - e. [UCRS Form 419](#) (statement concerning a position not covered by Social Security). Send form to UCOP (see address above)

Other forms the student may need to complete if applicable include:

- [Child Abuse \(CANRA\)](#) – for students whose duties require direct contact and/or supervision of children (defined as individuals under the age of 18).
- [Compliance and required training](#) (including FERPA)
- I-9 Supplement - Section 1 Preparer and/or Translator Certification (use [I-9 Tracker](#))
- [Near Relative requests for student-staff \(casual restricted\) titles](#)
 - For Near Relative requests on student *academic* titles, please contact the Division of Graduate Education and Postdoctoral Affairs for further instruction
- Out of State Tax (UPAY 830)
- [UAW Membership Election Form](#) for first-time Academic Student Employees

In addition, you will need to provide your new hires with the following:

- [Employee Demographic Data/Revised Form U5605](#)
- [Affordable Care Act \(ACA\) Exchange Notice](#)

Other Resources

- Departments hiring Academic Student Employees should review the UAW/ASE contract and procedures at: <http://grad.ucsd.edu/financial/employment/ases/index.html>
- Departments should use the new Glacier system when hiring an International Student: <http://blink.ucsd.edu/finance/payroll/foreign/>
- For instructions on how to complete the EALN screen for international students and permanent residents, please see: <http://blink.ucsd.edu/finance/payroll/foreign/ealn.html>

- Checklist for Departments with New Employees (Blink page): <https://blink.ucsd.edu/HR/supervising/hiring/checklist-d.html#First-day>

**Graduate Student Employment Policy &
Procedures**