Hiring Graduate International Students for On Campus Positions

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UC San Diego
Agenda

- Introductions
- About ISPO and UCSD’s International Student Demographics
- U.S. Immigration Basic Regulations
- Steps to Hiring International Students
- Payroll Process
- Graduate Division Processes
- Q & A
WHAT IS A VISA?

- A document authorizing entry into the United States
- A visa is NOT authorization to:
  - Be in the USA
  - Study in the USA
  - Work in the USA
- For employment purposes and documentation – it’s OK if the visa is expired! Visa is irrelevant for employment purposes.

*Exception: Canadian nationals
International visitors must declare ONE primary purpose

- B1/B-2: Tourist
- F-1: Student
- E-2: Investor
- H-1B: Temporary Worker
- H-4: Dependent of H-1B
- J-1: Student or Scholar
- R1: Religious Worker
- TN: Trade NAFTA
- WT: Visa Waiver

Each letter-digit combination has its own set of specific immigration regulations, including regulations on employment/work eligibility and authorization.
Authorization for an international visitor to be in the USA
International visitor prints outs Electronic Form I-94 from online or paper card at sea/land ports
Also known as immigration status or entry status
Can exist only in the USA
International Visitor must comply with special regulations
If Form I-94 has a specific end date, that is when status expires.
If Form I-94 is marked “D/S” or “Duration of Status,” other documents are needed to determine “projected” status expiration date.
**CAREFUL!**
**DO NOT CONFUSE...**

<table>
<thead>
<tr>
<th>VISA</th>
<th>I-94</th>
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<tbody>
<tr>
<td>For ENTRY to US</td>
<td>For STAY in US</td>
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<td>Preapproval to ENTER US</td>
<td>Duration of STAY in US</td>
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<tr>
<td>Issued by US Consulate outside US</td>
<td>Issued by DHS at ports of entry (or in USA if international applies for change of status)</td>
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<td>Expires, not collected</td>
<td>May expire; if paper I-94 collected at ports of exit within the US</td>
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<td>May affect status but not employment au-</td>
<td>Regulatory compliance is always prereq-</td>
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<td>thorization</td>
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WHAT IS EMPLOYMENT AUTHORIZATION?

- Legal authorization to work in the US
- Issued by various sources, as needed:
  - For F-1 students: US Citizenship and Immigration Services (USCIS) or DSOs at ISPO
  - For J-1 students: US Department of State registered Responsible Officers – Ros/AROs at ISPO
- Employers must document it BEFORE hiring internationals
- NOT related to having a Social Security Number or tax filing status
- ALWAYS has an end date & often other conditions as well
TO REVIEW...

ALL THE PIECES ARE CONNECTED

Primary Purpose

I-94 Status

Visa

Regulations

Employment Authorization
Types of on-campus employment

Work on the school premises, employed by the I-20 issuing institution (job at Geisel library)

Work on the school premises, employed by on-campus commercial firms (job at Burger King)

Work done on off-campus locations, but treated as on-campus
  Educational affiliation (association with the established curriculum or related to contractually funded research projects at the post-grad level)
  Shared facilities
  Funding and supervision from UC San Diego Faculty

If you are unclear if a job would be considered “on-campus” employment, please check with an International Student Advisor.
Must strictly observe limitations

How early can an international student start work?
F-1 Students:
• Up to 30 days before classes start for new students (enter US with initial UCSD I-20)
• After issuance of UCSD I-20 or DS-2019 for New Transfer students (transfer from another US institution)
J-1 Students
• No earlier than the start date on their DS-2019

How many hours can a (currently enrolled) international student work?
Up to 20 hrs/wk during classes (& exams)
No limits during summer or winter break

When does the student need to stop work?
Must stop working at end of program of studies or end of authorized work authorization
PRELIMINARY CHECKLIST:
IS THIS INTERNATIONAL STUDENT ELIGIBLE TO WORK AT UCSD?

Must have valid & up-to-date documents:
  • Passport
  • Form I-94
  • Other supporting documents, if needed
    • If F-1 Student status: I-20
    • If J-1 Exchange Visitor status student: DS-2019 & Official Letter from RO authorizing employment

If in another status & you are uncertain of the regulations, please call the International Students & Programs Office
I-20 (F-1) and DS-2019 (J-1)
For On-Campus Employment of J-1 Exchange Visitors in the Student category, a formal letter on letterhead from ISPO is required.
SUMMARY

- Step 1: Confirm student status.
- Step 2: Verify visa status.
- Step 3: Determine whether student needs employment authorization.
- Step 4: Review and make copies of immigration documents.
- Step 5: Obtain SSN/ITIN.
- Step 6: Obtain necessary approvals from Graduate Division (if applicable).
- Step 7: Complete Form I-9 and Other Payroll Forms.
- Step 8: Enter in PPS.
- Step 9: Complete Glacier Record Request.
- Step 10: Monitor employment hours.
Confirm student status at UC San Diego

- Current UCSD Student?
  - Must be registered 12 units per quarter, unless it is not a required quarter (Summer) or student has an approved RCL through ISPO

- Graduated UCSD Student?

- Student from another Institution?

- If student is not a current UCSD student, contact ISPO
Step #2

Determine visa status

- **F-1**
  - Current students: no authorization required
  - Graduated or from another institution: CPT or OPT

- **J-1**
  - Current students: Official letter from Responsible Officer (ISPO)
  - Graduated or from another institution: Academic Training

- Most UCSD students are F-1 or J-1 but there is also “alphabet soup”
Step #3

Determine whether student needs to get employment authorization

• UCSD-sponsored F-1 international students currently enrolled full-time have employment authorization inherent to status.

• All other international students must have employment authorization, including—
  • An international student in another status
  • An international student from another institution
Step #4

- Review visa documents and make copies
- Things to check for:
  - Passport bio page
    - Is it valid (not expired)?
  - I-94 record
    - For F-1 or J-1 should say their visa status and D/S
  - F-1: Valid I-20
  - J-1: Valid DS-2019
    - J-1 Employment Authorization Letter
  - EAD Card (F-1 Post-Completion OPT students only)

Ignore the visa. It is irrelevant for employment purposes.
Step #5

- Obtain Social Security Number or Individual Taxpayer Identification Number (ITIN) from student.

  NOTE: If student recently applied, you may attach copy of SSN application receipt.

- Receipt of SSN application is required to hire any employee

  • Employers are required to use SSNs to deduct payroll taxes
1. Get a job offer letter from employer
2. Contact ISPO
   • Provide employer’s job offer letter
   • Request verification letter from ISPO
3. Visit the local SSA Office & bring:
   • Passport, Visa & Form I-94
   • I-20 or DS-2019
   • Employer’s job offer letter
   • ISPO’s verification letter
4. Wait 2-4 weeks for delivery

NOTE: Internationals who are NOT employed are NOT eligible to apply for a SSN
Step #5, continued

- ITINS are for those not eligible for SSNs (not employed), but who still need to file tax returns for US income from sources such as:
  - Scholarships & grants, i.e. Title Code 3296 w/ no wages/salary
  - If student is eligible for ITIN, ISPO can help them apply; forms & instructions will be generated by Glacier
Step #6

- Get necessary approvals -- especially for graduate students
  - Graduate Division
  - Academic Department
Taxation
Steps 7 – 9

• Two sets of tax laws: citizen/resident and nonresident

• Form I-9

• Entries in PPS determine fed tax and FICA withholding.

• Glacier Nonresident Alien Tax Compliance System (Glacier)
Two sets of tax laws: Resident and Nonresident

- Residents: taxed like citizens: FICA w/h, no tax w/h on fellowship, use regular 1040 forms, no tax w/h on fellowship payments. Generally, students become residents in their 6th calendar year in the U.S.

- Nonresidents: no FICA, limited to single/1 on Form W-4, can’t file joint returns, 14% tax withheld from fellowship payments.

Glacier determines residency status and tax treaty eligibility and generates appropriate tax forms.
Step 7: Form I-9

Choose “I-9 fillable form” on the Blink Payroll Forms page

Payroll Forms
Find forms below related to payroll.

New Hire forms
Originals must be submitted to Payroll in the order below:
- UC W-4/DE 4 (PDF) - not required for Glacier clients because Glacier forms. Glacier clients are foreign citizens who do not have a permit and are not refugees or asylees.
- Oath/ Patent (PDF) - may not be required for Glacier clients.
- I-9 fillable form (PDF) - Internet Explorer recommended - may not work with all browsers
- I-9 nonfillable (PDF) - works with all browsers
- I-9 Supplement (PDF) - Section 1 Preparer and/or Translating Certificate

Section 2. Employer or Authorized Representative Review and Verification
Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee’s first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents."

Employee Info from Section 1

<table>
<thead>
<tr>
<th>List A</th>
<th>OR</th>
<th>List B</th>
<th>AND</th>
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<td>Expiration Date (if any)(mm/dd/yyyy)</td>
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Document Title #1 List A
If the employee presented documentation from List A, select the document or receipt presented from the drop-down list provided. If the employee presented a List A document that consists of a combination of documents, select the first document from the drop-down list provided. The other documents in the combination should be entered in the separate areas provided.

All documents must be unexpired. Ensure that each document is an unexpired, original (no photocopies, except for certified copies of birth certificates) document. Certain employees may present an expired employment authorization document, which may be considered

Resources:
- USCIS website “I-9 Central” includes instructions & info about acceptable docs
- USCIS Handbook for Employers, Publication M-274
- Call UCSD’s I-9 expert Paula Soder, x43516 (She teaches I-9 class)
If you sign I-9s, Learning Center recommends I-9 class every 6 months

Wednesday 10/17/2018
1:30 - 2:30
Learning Center Suite 265A
Torrey Pines Center South (TPCS) La Jolla, CA

Wednesday, 12/5/2018
1:30 - 2:30
Training Center North
Torrey Pines Center North (TPCN), La Jolla, CA
1. Leave withholding at S/0, don’t offer W-4

2. SSN Field: All employees need SSN.
   - If an employee has an SSN, enter it in the PPS ITAX screen. If employee offers ITIN, do not enter it in PPS*
   - If no SSN, advise him to apply for one.* Ask employee monthly to bring his original Security Card. Update PPS when you get SSN.

*Exception: ITINS can only be entered in PPS if the student has no SSN and her only PPS appointment is TC 3296 Research Fellow WOS

**ISPO SSN page [https://ispo.ucsd.edu/current-students/working-in-usa/social-security.html](https://ispo.ucsd.edu/current-students/working-in-usa/social-security.html)
How to Complete the PPS EALN Screen for Foreign Visitors

Learn how UC San Diego administrative personnel enter a foreign person into PPS.

If you are entering a retiree or change an immigrant status for an existing foreign individual who does not have a Permanent Resident card, please consult the UCSD Global & Taxation Team before changing the "citizenship" on "U.S. State of entry" fields.

Most foreign visitors entered into PPS will have a U.S. visa pasted in their passport. The immigration status will be listed along the right side, under the heading "visa type/issue." The immigration status will also be on Form I-94. On the list below click the immigration status or work authorization document to get to instructions for the PPS EALN screen and Form I-9.

Notes:
- It is the responsibility of the department to maintain Forms I-9 reflecting current work authorization for each employee, and to update the "work permit end date" field in PPS.
- If a foreign individual is living and working outside of the U.S. while receiving payment from UCSD, email the UCSD Global & Taxation Team for EALN screen instructions.
- Form I-9 Instructions:
  - I-9 Central (Dept. of Homeland Security website)
  - Link to DHS website with official "Instructions for Form I-9"

- Asylee
- DACA/Dream Act (Deferred Action Childhood Arrival)
- E-2
- Employment Authorization Card (EAD), category C09
- Employment Authorization Card (EAD), category 33 or 33
- Employment Authorization Card (EAD), category other than 33
- F1
- F1 CPT
- F1 OPT
- F2
- H1-B
- J1
Employment Authorization Card (EAD), category other than 33

F1

PPS EALN screen:

(if rehire, email the UCSD Glacier Team before making changes):

- Citizenship = S, A, or N.*
  - S = if from India (IN) with PPS student status of 3 or 4
  - A = anyone from South Korea (KS), Mexico (MX), or Canada (CA).
  - N = all others

- Country of Residence = country of tax residence (though country of citizenship will suffice until Payroll updates PPS after reviewing Glacier paperwork). List of country codes (PDF).

- Date of entry = date individual first entered U.S. on F status (though most recent date of entry from Form I-94* will suffice until Payroll updates PPS after reviewing Glacier paperwork).

- Visa = Immigration status shown on Form I-94* (F1).

- Work permit end date = expiration date shown in section 5 of Form I-20, or on page 3 of Form I-20 if on Curricular Practical Training (CPT) status.

- UC W-3BEN Date: Always leave this field blank. Foreign individuals are no longer required to complete this form. If it’s needed, Glacier will generate it and Payroll will update the field.

- Tax Treaty fields: leave blank unless Title Code 3253 or Title Code 3254. If 3253 or 3254, enter 15 in the Tax Treaty Income Code field.

- Federal and state tax withholding fields: leave at single/zero.

Glacier Record Request Form required? Yes

Form I-9:

An Employment Authorization card (EAD) is a stand-alone List A document. Otherwise, enter these 3 documents in List A: foreign passport, Form I-20, and Form I-94*. Reference: U.S. Citizenship and Immigration Services (USCIS) publication M-274 “Handbook for Employers: Guidance for Completing Form I-9” (PDF) states, “If the employee is a student or exchange visitor who presented a foreign passport with a Form I-94, the employer should also enter the student’s Form I-20 or DS-2019 number (Student and Exchange Visitor Number – SEVIS Number), and the program end date from Form I-20 or DS-2019.”

**Foreign individuals in the U.S. can print their Form I-94 from https://i94.cbp.dhs.gov/i94/request.html
Questions about PPS entries?
The Glacier Nonresident Alien Tax Compliance System (Glacier)

- Determines residency for tax purposes and tax treaty eligibility.
- Generates tax-related forms needed by the client, incl. W-4
- Used by all UC campuses
- Will be used in conjunction with UC Path
Glacier process

**You**
- Click “submit” on Glacier form

**Payroll**
- Sends intro email to student
- Adds her to Glacier
- Emails you to confirm we added student to Glacier

**Glacier**
- Sends temporary UserID & password via email from support@online-tax.net

**Client**
- Answers Glacier Screens
- Prints tax forms and docs from Glacier
- Signs & submits docs to Payroll

**Payroll**
- Reviews docs
- Updates PPS
Find the Glacier Record Request Form

Google search for "ucsd pps glacier form"

About 21,100 results (0.95 seconds)

Glacier Record Request Form for PPS Payments - Blink
https://blink.ucsd.edu/sponsor/BFS/divisions/payroll/glacier.html

For Department Administrative Employees: Glacier and PPS Instructions

Get instructions and information about the Glacier process.

Glacier and PPS Instructions and Links
- [Glacier Training for Departments](#) (PDF)
- [Glacier Record Request Form](#) (online form)
- [How and When to Complete the Glacier Record Request Form](#)
Glacier Record Request Form for PPS Payments

Last Updated: May 30, 2017 9:25:04 AM PDT

Give Feedback:
Learn how to request a Glacier record for a foreign person paid through PPS

About the Foreign Individual

Last Name, exactly as entered in PPS *

First Name, exactly as entered in PPS *

Middle Name, exactly as entered in PPS. Leave blank if no middle name

PPS ID number without leading zeros *

Maximum of 6 characters allowed. Currently Entered: 0 characters.

UCSD Email address *

Payment type(s) expected in current & next calendar year *

- Biweekly salary/wages/bonus
- Monthly salary/wages/bonus
- Payment and/or benefits under TC 3296 Research Fellow WOS, TC 3253 Postdoc Fellow, TC 3254 Postdoc Paid-Direct

About administrative employee completing this form

Last Name *

First Name *

Email Address *

Contact Phone Number *

Department Name *

Submit
Winterton, Anne

From: Winterton, Anne
Sent: Friday, August 24, 2018 2:39 PM
To: earningo@ucsd.edu
Subject: Glacier & Taxes at UC San Diego

To: Armingol Gonzalez, Erick A
Employee ID number: #747096
Email address: earningo@ucsd.edu
Date: August 24, 2018

Dear Erick Armingol Gonzalez,

This is an important message from the UC San Diego Glacier & Taxation Team in the UCSD Payroll Division.

Elizabeth Soos (esoos@ucsd.edu, (858) 822-1010) in the UCSD Bioengineering Department submitted a Glacier Record Request Form to notify us that you will be receiving payment and/or benefits from University of California San Diego (UCSD). If you already have a UCSD Glacier record under a different email address, just update it. Email the UCSD Glacier & Taxation Team immediately at glacier@ucsd.edu that we need to update your record.

This is the first of two emails you will get about Glacier. Within 24 hours, you will get an email from support@online-tax.net (Glacier) with the subject line “Payments from the University of California, San Diego.” It will contain a temporary UserID and password so that you can access the Glacier system. Please add support@online-tax.net to your list of safe senders. If you don’t get that message within 24 hours of this one, check your spam folder. If it’s not there, email us at glacier@ucsd.edu.
Glacier Training for Departments

For Department Administrative Employees: Glacier and PPS Instructions

Get instructions and information about the Glacier process.

Glacier and PPS Instructions and Links

- Glacier Training for Departments (PDF)

PPS & Glacier Training for UCSD Administrative Personnel
QUESTIONS?

- Call Desiree x43242 or me x21185 if it’s a quick question
- Email our shared Glacier Admin mailbox glacier@ucsd.edu
- Submit a case through ASK: Ask.ucsd.edu or Blink/Business Tools/ASK (BFSupport)
  - Subject: Glacier
  - Primary Category: Payroll
  - Subcategory: “Glacier/Foreign Payee Questions”
Step #10

Monitor student employment hours:

- ≤ 20 hours per week while classes & exams are in session
- Full time ok during summer and vacation periods
STEPS TO TAKE WHEN HIRING AN INTERNATIONAL STUDENT

- Step 1: Confirm student status.
- Step 2: Verify visa status.
- Step 3: Determine whether student needs employment authorization.
- Step 4: Review and make copies of immigration documents.
- Step 5: Obtain SSN/ITIN.
- Step 6: Obtain necessary approvals from Graduate Division (if applicable).
- Step 7: Complete Form I-9 and Other Payroll Forms.
- Step 8: Enter in PPS.
- Step 9: Complete Glacier Record Request.
- Step 10: Monitor employment hours.

REVIEW
The Graduate Division has oversight for the following student titles:

- Graduate Student Researcher
- Teaching Assistant
- Associate (in lieu of TA)
- Associate-in (Teaching a course)
- Reader
- Tutor

Salary rates are updated each academic year with an October 1 effective date.

New rates are posted on the Graduate Division website:

Graduate student employment **must** be approved by the Home Department (the department/program where the student is pursuing a degree) prior to entering the appointment in the Payroll System (PPS)

Refer to "Home Department Contact List" available at: [https://collab.ucsd.edu/display/GDCP/Graduate+Student+Home+Department+Codes+and+Contacts](https://collab.ucsd.edu/display/GDCP/Graduate+Student+Home+Department+Codes+and+Contacts)

If **new hire** enter the Home Department on EPER screen in PPS

If **rehire** ask the Home Department or Graduate Division for alternate access to employee record

Payroll Actions (PANS) are automatically routed to the following:
- Home Department
- Appointment Department
- Personnel (Graduate Division)
- Payroll
- Alternate Department
The “Home Department” is responsible for tracking the following eligibility requirements for graduate student employment:

1. Be in good academic standing: Maintain a GPA of 3.0 in upper-division and graduate course work and not have more than eight units of F and/or U grades overall.

2. Meet department standards including a satisfactory spring evaluation.

3. Be within pre-candidacy, support time limits and 18 quarter teaching limit.

4. Enrolled in 12 units if employed greater than 25%.

A graduate student may only be employed one fiscal year at a time (7/1 – 6/30).
**Employment Percentage**
International students on F1 or J1 status are limited to 50% during the academic year and 100% employment during the summer with departmental approval.

**New Admits**
An international student in F-1 or J-1 status cannot enter the U.S. more than 30 days prior to the program start date listed on the I-20 or DS-2019.

**Leave of Absence**
- Students who wish to go on a leave of absence from UC San Diego for one or more quarters are required to obtain permission from the International Students & Programs Office (ISPO) prior to their proposed leave. Failure to report a leave of absence may have a negative impact on the student’s immigration status.
- A graduate student on an academic Leave of Absence may **not** receive any payment from the university (employment, fellowship, etc.) during the quarter(s) while on Leave and must be separated in PPS.

**Readmits**
A graduate student who has been readmitted or is returning from a Leave of Absence (and within the support time limit) is eligible for employment during the summer or quarter break preceding the quarter of readmission or return from a leave of absence.
A Graduate Student Researcher is a registered graduate student who performs research related to their degree under the direction of a faculty member.

Each graduate academic department/program has established a support policy for all of their graduate students.

All GSRs in the same academic department/program are appointed to the same GSR step level(s), and GSRTF title code, as established by the student’s academic department or program (not the fund source).
A GSR who meets all of the eligibility requirements listed below receives full tuition/fee remission (GSRTF) as a perquisite of employment.

The home department is responsible for coordinating GSRTF payments using the Graduate Division on-line tool at https://goapp.ucsd.edu/financial/.

**Eligibility:**

1. Be appointed for a minimum 25% time for the full quarter in which tuition and fees are paid, or the dollar equivalent (e.g., 50% for half the quarter).

2. Have an appointment effective with the first week of instruction in the quarter for which tuition and fees are paid.

3. Be within campus time limits for support and in good academic standing.

4. For Non Resident Supplemental Tuition remission, be within the first year of graduate study at UCSD unless a international student. US citizens and permanent residents should establish California residency by the start of their second year.
A Teaching Assistant (TA) assists in the instruction of an upper or lower division course at the University under the supervision of a faculty member.

- **Oath/Patent**
- For a new hire TA, the oath must be signed on or before the first day of the quarter (not the pay period).
- For example, if fall quarter begins on 9/20, the oath must be signed by that date, not on 10/1 which is the pay period start date.

- **Spring Quarter TA and Other Summer Appointments**
- A graduate student appointed as a TA spring quarter may be appointed up to 100% time as a GSR (or other title) beginning the day after the quarter ends (mid-June).
- Although it may look like the student is appointed up to 150% time, the TA service period ends the last day of the spring quarter so it is not a conflict.
Teaching Assistants and Associate-Ins appointed at 25% time or more for the quarter are eligible for TA Fee Remission (TAFE) and TA Health Insurance (TAHI).

TAFE pays the Tuition and Student Services fee. TAHI pays the health insurance portion of the registration fees. TAHI/TAFE does not cover Nonresident Supplemental Tuition, GSA Fee, University Center Fee, or Recreation Fee.

Note: In November 2010, the Regents adopted a simpler fee structure that equalized the Tuition (formerly Educational Fee) across all students beginning in 2011-12.

Nonresident graduate academic students may be eligible for a remission adjustment. Graduate Division will identify students and issue the remission for the quarter in which the student is eligible. The payment will be reflected as “TA Other Remission/Fees” or “TA Other Remiss IRPS/Fees” on the student account.

Fee Payment Coordination
The home department, not the funding department, is responsible for coordinating TAHI/TAFE payments using the Graduate Division on-line tool at https://goapp.ucsd.edu/financial/.
There are two types of Associate Appointments:

1. Associate in (Dept-Teaching a Course):
   a. A graduate student Associate (teaching a course) may conduct the entire instruction of an upper or lower-division course if they meet specific requirements and receive approval from the Dean of Graduate Division/Committee on Education (exceptions).
   b. Departments submit files using ASES on behalf of students.

2. Associate in Lieu of TA:
   a. An Associate (in lieu of TA) may serve as a “senior TA” for a department/program’s TA training activities, as a TA consultant or Language Screener for the Center for Teaching Development, or under an Academic Instructional Improvement grant.
   b. Use of this title for any other program requires prior approval by the Dean of the Graduate Division.
• Graduate Division creates campaign for new quarter and sends link to Departments.
• Departments submit files using ASES on behalf of students.
• For Summer requests: students must be registered for the Spring Quarter prior to, or the Fall Quarter following, the requested Summer Session.
• The application questions replace two forms that are no longer required: the Academic Appointment Summary form and the Request to Appoint Associate-in for UD courses.
• For requests to teach lower-division classes, you will not need to complete questions 6-13 on the application.
• Check Application Status on the Applicants page of ASES.
• ASES will generate an Appointment letter indicating the appointment is not final and the message will no longer appear once final approval has been granted.
• Applications for UD courses must be routed to Graduate Division for review four weeks (counted in business days) prior to the start of the quarter in which a course is to be taught.
• Remind students to download their Appointment letters.
A Reader assists a course instructor by grading homework, papers, or exams and may also hold office hours to answer students’ questions about such assignments.

Readers are always set up on sub-2 and subject to positive time reporting using the On-Line Timekeeping system.

IMPORTANT: If the student is already set up as a Teaching Assistant or other monthly appointment and you are adding a concurrent readership, you MUST add the reader at a monthly rate.

Readers are eligible for TA Fee Remission/Health Insurance at the beginning of each quarter based on the assumption that the student will work the minimum number of hours required (110).

Departments are responsible for auditing hours to ensure eligibility.
A Tutor provides tutoring to individual (one-on-one) or small groups (three or more) of undergraduate or graduate students who require additional help to understand a course or topical material.

The tutor title is approved for use in specific programs.

Any other department or program use of the Tutor title must have prior written approval by the Dean of the Graduate Division.

**Tutors are always set up on sub-2.**

Tutors are eligible for TA Fee Payments at the beginning of each quarter based on the assumption that the student will work the minimum number of hours required (110). Departments are responsible for auditing hours to ensure eligibility.
The Research Fellow title is used for nonresident international students receiving fellowship stipend payments for tax withholding purposes.

The department must enter stipend payment information into the payroll system prior to the monthly payroll deadline in order for the Disbursements Division to issue a stipend check.

NOTE: U.S. citizen, permanent resident, and resident alien stipend payments are administered by Graduate Division through the Student Aid Management System (SAM). In general, an international student will become a resident alien for U.S. tax purposes only in their sixth year in the U.S.
**Fellowship Stipends:**
- All stipend payments are taxable except for the amount of the stipend used for tuition/fees, books, supplies and equipment that are required of all students in the course of instruction. International non-resident aliens who received a stipend payment will be issued a 1042-S tax statement for tax reporting purposes.

**Tuition/Fee Scholarships paid by UCSD:**
- Tuition/fee payments covering qualified education expenses are not taxable.

**Salary (GSR, TA, Associate, etc.):**
- The entire amount of salary is taxable income and will appear on the employees UCSD W-2 Wage and Tax Statement as wages. The employee MAY NOT deduct from salary any amount paid out of pocket for fees or course related expenses.
Graduate Division – Student Financial Support: http://grad.ucsd.edu/financial/index.html

Graduate Division PPS Manual: https://collab.ucsd.edu/display/GDCP/PPS+Manual

Graduate Division Tax Information: http://grad.ucsd.edu/financial/tax-information.html

Academic Employment Opportunities for UCSD Students: http://grad.ucsd.edu/financial/employment/index.html
QUESTIONS?
RESOURCES

**International Students & Programs Office**
Student/department forms and guides:

http://ispo.ucsd.edu/departments/employing-students.html

**Payroll**
Forms:

http://blink.ucsd.edu/sponsor/BFS/divisions/payroll/forms.htm

**Graduate Division**
Financial Support:

http://ogs.ucsd.edu/financialsupport/Pages/default.aspx

**Career Services Center**
Hiring and managing student workers:

http://blink.ucsd.edu/Blink/External/Topics/Policy/0,1162,25726.00.html
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THANK YOU