

Graduate Student Checklist

	<p>Social Security Number (SSN): In compliance with the policies and procedures of the Social Security Administration, all employees must have a social security number entered in the payroll system. If you have not applied yet, please do so today. This information needs to be updated within 6-weeks of your start date. <u>DO NOT SEND YOUR SSN THROUGH EMAIL.</u> Further information: https://ic.uci.edu/resources-2/ssn/</p> <p>SSN can be updated in UCPath under Personal Information.</p> <p><i>If your SSN is already in UCPath, you can skip this step.</i></p>
	<p>UCI uses DUO to add a second layer of security when accessing protected systems and services. You will be required to complete the DUO Enrollment. Please follow the instructions in the link to enroll. If you do not enroll, you will not be able to access any UCI services. If you need assistance, please contact our Physical Sciences Computing Group (PSCSG) at pscsg@uci.edu.</p> <p><i>If you have enrolled in DUO, you can skip this step.</i></p>
	<p>UCPath Online: Please login and complete the required information. Here, you will be able to make any personal changes (marital, contact info, employee ID, etc.), view your employee ID, enroll in direct deposit, view paystubs, download W-2's and much more. If you need help navigating the UCPath website, click here for visual aids.</p> <p>Please make sure to do the following:</p> <ul style="list-style-type: none"> • Verify personal information • W-4: go to Employee Actions > Income & Taxes > Federal W4 (For US Citizens Only) • Setup Direct Deposit: Employee Actions > Income & Taxes > Direct Deposit <p>Home Address vs. Mailing Address:</p> <ul style="list-style-type: none"> • Home Address is a required field that UC uses to mail paper paychecks and other essential information. This is the address where employees would want to receive paychecks at (if not enrolled in Direct Deposit). It is critical for new employees to have the correct home address in the system, as their 1st paycheck is often mailed to them. <i>If the home address is not valid or incorrect, it can result in a 2+ week delay in getting a new one issued.</i> • Mailing Address is an optional field in the system and is only used for W-2's (if different from the home address).
	<p>Direct Deposit: There are two (2) different ways of signing up for direct deposit at UCI. All students are recommended to sign up for direct deposit from their ZOT Account to receive stipend payments for orientation, fellowships, and other sources electronically. Students who are employees should sign up for direct deposit using UCPath (see instructions above). For more information visit https://www.fs.uci.edu/student-billing/direct-deposit.php</p> <p>To receive your incentive stipend, please make sure to do the following:</p> <ul style="list-style-type: none"> • All Students – Log into Zot Account <ul style="list-style-type: none"> ○ Setup Direct Deposit Electronic Refunds > Electronic Fund Transfer • Domestic Students – Complete the FAFSA, the Free Application for Federal Student Aid • International Students – Complete Glacier, an online nonresident tax compliance system
	<p>Statement of Legal Residence (SLR): Please complete the Statement of Legal Residence. It is used to determine residency status in order to calculate your tuition and fees.</p>

	<p><u>Time Reporting System (TRS):</u> When you hold a GSR, GSR Trainee, GSR Fellow or TA appointment, you will be required to report absences/leaves on a monthly basis in TRS effective on the start date of your pay period.</p> <ul style="list-style-type: none"> • To access an employee reference guide about TRS: TRS Resources for Employees • TRS Frequently Asked Questions • For more information regarding GSR time reporting, see https://www.chem.uci.edu/gsr. • For more information regarding TA time reporting, see https://www.chem.uci.edu/ta-info. <p>For questions related to timesheet completion, contact your supervisor or Chem Payroll Analyst, Aries Magana.</p>
	<p>KEYS: The Department of Chemistry occupies space in five buildings: Interdisciplinary Science and Engineering Building (ISEB), Rowland Hall (RH), Frederick Reines Hall (FRH), Natural Sciences 1 (NSI), and Natural Sciences 2 (NSII). Building keys are issued on a case-by-case basis, based on the person’s office or lab location, and when there is demonstrated need.</p> <p>If you need to checkout a key, please go to https://www.chem.uci.edu/keys for more information.</p> <p>Procedure:</p> <ol style="list-style-type: none"> 1. Fill out a Key Request Form DocuSign. <ul style="list-style-type: none"> ○ State the room number(s) and/or space you need access to. ○ The form will route to your faculty advisor/supervisor for approval. 2. The department will notify you via email when the key(s) are ready for pick-up. <p>Date and time you can pick up the key(s)</p> <ul style="list-style-type: none"> ○ Location: 1120 Natural Sciences 2 ○ Office Hours: Mon-Fri between 9am-12pm <p>LOST KEYS: You will be billed \$25 PER KEY LOST or keys not returned within 2 weeks of your appointment ending.</p> <p>You must pick up and return your own keys to the department. If your work locations changes, you may exchange keys by completing a new form. Please send any key inquiries to chemkeys@uci.edu.</p> <p><u>If you do not require keys, you can disregard this.</u></p>
	<p><u>UC Learning Center (UCLC):</u> UCLC is an online system used to search for, enroll in, and completion of UCI trainings. If you have any assigned safety trainings, you can view it by login to UCLC and selecting “Assigned Trainings.” For further information, please visit https://training.uci.edu/UCLC/</p>
	<p>Parking Permit: For more information, please visit https://parking.uci.edu/permits/</p>
	<p><u>Zot Alert:</u> Sign up for the emergency alert system if you haven’t done so already.</p>
	<p>Other:</p> <ul style="list-style-type: none"> • Department of Chemistry Grad Program resource page • Office of Academic Personnel – GSR resource page • Questions about employment, reach out to _____ or by submitting a case through Employee Experience Center (EEC) (selecting orange button or calling the phone number).

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| <ul style="list-style-type: none">• Visit the UCI ARC page to find information about the facilities, programs, etc. offered.• There are discounts and perks available for UCI employees at UCI Worklife and Wellness page.• For questions related to labor contract provisions, please contact your Union representative at uaw2865@uaw2865.org.• UCI Zot Portal• Safety On Site Program (SOS)• How to register electronic devices for internet access |
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