

## Graduate Student Checklist

	<p><b>Social Security Number (SSN):</b> 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. <b><u>DO NOT SEND YOUR SSN THROUGH EMAIL.</u></b> Further information: <a href="https://ic.uci.edu/resource-pages/social-security.php">https://ic.uci.edu/resource-pages/social-security.php</a></p> <p>SSN can be updated in <a href="#">UCPath</a> under Personal Information.</p> <p><b><i><u>If your SSN is already in UCPath, you can skip this step.</u></i></b></p>
	<p>UCI uses <b>DUO</b> to add a second layer of security when accessing protected systems and services. You will be required to complete the <a href="#">DUO Enrollment</a>. 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 <a href="mailto:pscsg@uci.edu">pscsg@uci.edu</a>.</p> <p><b><i><u>If you have enrolled in DUO, you can skip this step.</u></i></b></p>
	<p><b><a href="#">UCPath Online</a>:</b> 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 <a href="#">here</a> for visual aids.</p> <p>Please make sure to do the following:</p> <ul style="list-style-type: none"> <li>• Verify personal information</li> <li>• W-4: go to Employee Actions &gt; Income &amp; Taxes &gt; Federal W4 (<b>For US Citizens Only</b>)</li> <li>• <b>Setup Direct Deposit:</b> Employee Actions &gt; Income &amp; Taxes &gt; Direct Deposit</li> </ul>
	<p><b>Direct Deposit:</b> 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 <b>ZOT Account</b> to receive stipend payments for orientation, fellowships, and other sources electronically. Students who are employees should sign up for direct deposit using <a href="#">UCPath</a> (see instructions above). For more information visit <a href="https://www.fs.uci.edu/student-billing/direct-deposit-deft.php">https://www.fs.uci.edu/student-billing/direct-deposit-deft.php</a></p> <p><b>To receive your incentive stipend, please make sure to do the following:</b></p> <ul style="list-style-type: none"> <li>• All Students – Log into <a href="#">Zot Account</a> <ul style="list-style-type: none"> <li>◦ Setup Direct Deposit Electronic Refunds &gt; Electronic Fund Transfer</li> </ul> </li> <li>• Domestic Students – Complete the <a href="#">FAFSA</a>, the Free Application for Federal Student Aid</li> <li>• International Students – Complete <a href="#">Glacier</a>, an online nonresident tax compliance system</li> </ul>
	<p><b>Statement of Legal Residence (SLR):</b> Please complete the <a href="#">Statement of Legal Residence</a>. It is used to determine residency status in order to calculate your tuition and fees.</p>
	<p><b>Student Workers Union:</b> You are <b><i>required</i></b> to complete the Union Membership Enrollment form in the link below and send a copy to the email provided at the bottom of the form.</p> <p><a href="https://ucnet.universityofcalifornia.edu/labor/bargaining-units/bx/docs/bx_appendix-c_mef-form_2022-2025.pdf">https://ucnet.universityofcalifornia.edu/labor/bargaining-units/bx/docs/bx_appendix-c_mef-form_2022-2025.pdf</a></p>
	<p><b>KEYS:</b> Keys for the Department of Chemistry staff, faculty and students are issued through the department. The Department of Chemistry occupies space in four buildings: Rowland Hall (RH), Frederick Reines Hall</p>

	<p>(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 email <a href="mailto:keys@chem.uci.edu">keys@chem.uci.edu</a> the following information:</p> <ul style="list-style-type: none"> <li>• Room/lab number(s) and building name</li> <li>• Attach an email confirmation from your supervisor/faculty advisor stating room number(s) and/or space you need access to</li> <li>• Date and time you can pick up the key(s) <ul style="list-style-type: none"> <li>○ <b>Location:</b> 1120 Natural Sciences 2</li> <li>○ <b>Office Hours:</b> Mon-Fri between 8am-12pm</li> </ul> </li> </ul> <p>A cash deposit OR check of <b>\$20 per key</b> is required at the time of key pick up. Checks must be payable to "UC Regents."</p> <p>You must pick up and return your own keys to the department. If your work locations changes, you may exchange keys at no additional deposit. Please send any key inquiries to <a href="mailto:keys@chem.uci.edu">keys@chem.uci.edu</a>.</p> <p><b><i><u>If you do not require keys, you can disregard this.</u></i></b></p>
	<p><b><u>UC Learning Center (UCLC):</u></b> 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 <a href="https://training.uci.edu/UCLC/">https://training.uci.edu/UCLC/</a></p>
	<p><b>Parking Permit:</b> For more information, please visit <a href="https://parking.uci.edu/permits/">https://parking.uci.edu/permits/</a></p>
	<p><b><u>Zot Alert:</u></b> Sign up for the emergency alert system if you haven't done so already.</p>
	<p>Other:</p> <ul style="list-style-type: none"> <li>• <b>UCI COVID-19 Requirement:</b> for more information, please visit <a href="#">here</a>.</li> <li>• Visit the <a href="#">UCI ARC</a> page to find information about the facilities, programs, etc. offered.</li> <li>• There are discounts and perks available for UCI employees at <a href="#">UCI Worklife and Wellness</a> page.</li> <li>• Questions about employment, reach out to _____ or by submitting a case through <a href="#">Employee Experience Center (EEC)</a> (selecting orange button or calling the phone number).</li> <li>• <a href="#">UCI Zot Portal</a></li> <li>• <a href="#">Safety On Site Program (SOS)</a></li> <li>• <a href="#">How to register electronic devices for internet access</a></li> </ul>