



Fall 2023 (September)

Teaching Assistant Orientation – Human Resources



HR Contact



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Agenda

- I. *Onboarding*
- II. *Mandatory Trainings*
- III. *Union Representation*
- IV. *Benefits*
- V. *Payroll*

Onboarding - Virtual

- Initial onboarding packet – you will receive an email from Angie to complete onboarding documentation via DocuSign prior to the employment start date.
- Virtual onboarding – I'll arrange a meeting via Zoom to discuss topics on access to the UCPath system, taxes, direct deposit, training, and completing Section 1 of I-9 Tracker.

Onboarding – In-Person

- Completion of I-9 documents and State Oath form: The I-9 document(s) must be verified in person through our AP/HR Team. All I-9 documents must be original and current to complete the hiring process. Copies and/or faxes are not acceptable.
- The “List of Acceptable I-9 Documents” is included in the email for onboarding invitation.
- If you have an F-1 visa, please bring all documentation for verification including DS-2019 and I-20.
- Employee ID # will be generated once your appointment is active in the UCPath Portal:
<https://ucpath.universityofcalifornia/edu/>

Students with an F-1 Visa

- You will receive an email from GLACIER. This is an online tax compliance system designed to make tax residency and income tax treaty determinations for non-US citizens.
- Salaries may be subject to US income tax and reporting to the IRS Glacier Online Tax Compliance System is an efficient and effective way to manage tax liability.
- Request for issuance of a social security card is managed by Angie in coordination with International Students & Scholar Office.

Students with an F-1 Visa

- For more information about GLACIER, visit website <https://accounting.ucr.edu/payroll-coordination/nonresident-aliens-home/glacier-online-tax-compliance-system>

Mandatory Trainings

- Teaching Assistant Development Program (TADP)
 - All TA's must complete TADP via eLearn only once before or during their first quarter as a TA, or they will **not** be eligible to TA in subsequent quarters.
 - Covers basic pedagogy, TA rights and responsibilities, FERPA rules and regulations, UWA (union) representation, teaching in a diverse classroom environment, and building rapport with students.
- To register for TADP, visit <https://tadp.ucr.edu/ta-training/orientation>

Compliance Trainings

- Required trainings include:
 - UC Cyber Awareness Training
 - UC Sexual Violence and Sexual Harassment Prevention Training
 - General Compliance Briefing: UC Ethical Values and Conduct
 - COVID-19 Prevention
 - Safety Orientation
 - UC Abusive Conduct in the Workplace
- Access trainings through Learning Management System (LMS) on R'Web. Deadlines will vary.

Union Representation

- Academic student employees including TA are covered by collective bargaining agreement between UAW and UC. All employees in this unit per the bargaining contract are required to pay either union dues or a “fair share” fee for union representation. The fees will be deducted from your paycheck. To obtain copy of the contract, visit website <https://ucnet.universityofcalifornia.edu/labor/bargaining-units/bx/contract.html>
- Membership Election Form can be obtained through the UAW website.

Graduate Student Health Insurance Plan (GSHIP)

- All TA positions pay for GSHIP.
- If you waived GSHIP for the academic year, the funds will be returned to the hiring department.
- For more information, visit website <https://studenthealth.ucr.edu/student-health-insurance-plan-ship>

Academic Student Employee (ASE) Child Care Reimbursement

- Students that hold an ASE position (Teaching Assistant, Associate In, Readers) appointed 25% time or more for an entire quarter shall **receive up to \$1,375 per quarter for childcare expenses** incurred during the appointment period.
 - The child must be 12 years old or younger.
- Reimbursement requests are submitted **after** the expenses are incurred but no later than the last day of the following quarter (e.g., reimbursement for Fall quarter must be submitted no later than the end of Winter Quarter).
- Submit reimbursement form with receipts to Angie.
 - https://graduate.ucr.edu/academic-student-employee-ase#ase_child_care_reimbursement

Lactation Accommodation Program

- UCR has eight (8) lactation rooms to ensure nursing mothers have access to a private space for lactation purposes.
- To use the lactation rooms, complete the Room Usage and Program Participation Agreement Form and contact lactationprogram@ucr.edu to receive a key.
- Nearest room in the SOE: Sproul Hall, Room 2113
- For further information, a list of all available rooms, and Room Usage form visit <https://hr.ucr.edu/employee-resources/lactation-accommodation-program>

Worker's Compensation

- For the duration of your TA employment, you are covered by Worker's Compensation.
- In the event of a work-related injury/illness, you must report it immediately to your supervisor and seek medical care when necessary.
- More information and reporting forms are available online: <https://risk.ucr.edu/workerscomp>

Payroll Calendar

- Teaching Assistants are exempt employees and paid on a monthly basis.
- Fall quarter paydays
 - October – Nov. 1st
 - November – Dec. 1st
 - December – Jan. 1st
- Winter quarter paydays
 - January – Feb. 1st
 - February - March 1st
 - March – April 1st
- Spring quarter paydays
 - April – May 1st
 - May – June 1st
 - June - July 1st

First Paycheck & Direct Deposit

- Your first paycheck will be a paper check, specifically for new hires and will be mailed to the employee's home address. It is very important that the address is correct in UCPATH.
 - Review your address in the UCPATH portal and make any needed corrections as soon as you have access.
 - Paychecks are mailed via US mail which may take up to 5 - 7 days.
- If you want your next paycheck faster, sign up for direct deposit.
 - Set up direct deposit in the UCPATH portal as soon as you get access: <https://ucpath.universityofcalifornia/edu/>
 - Note: direct deposit for employment is separate from financial aid/fellowships.
- Note: UCPATH defaults to single and zero for federal/state tax deductions. You can update your deductions in UCPATH.

Earning Statements

- Earnings statements can be accessed 24/7 by logging to UCPath portal <https://ucpath.universityofcalifornia.edu/>
- Employees are encouraged to view their earning statement on a monthly basis to make sure it is correct.
 - If your paycheck is incorrect, email Angie ASAP

Defined Contribution Plan (DCP)

- **What is DCP?**

It is a savings plan that allows participants to accumulate tax-sheltered money for retirement. Each pay period, 7.5% of salary will be deposited automatically in the Defined Contribution Plan and credited to an individual tax-sheltered account. The contributions are made on a pre-tax basis, which means they are deducted from salary before income taxes are calculated, so taxable income is reduced. Income taxes on the DC Plan contributions, as well as any earnings, are deferred (i.e., postponed) until the money is withdrawn. The money accumulated in the DC Plan is intended primarily for use when an employee retires. When a student employee leaves University service, the account balance may be withdrawn and rolled over into another employer's 401(a) or 401(k) retirement plan (or an IRA) to retain the tax-deferred status. Student employees may also choose to cash out the account balance when they leave University service; however, they may have to pay federal and state penalty taxes (currently amounting to 22%) in addition to federal/state income taxes (12.5%) which would be due upon tax filing. You may not decline this withholding.

- You are exempt from the Federal Insurance Contribution Act (FICA) taxes if you are registered:

- During the Academic Year: As a graduate student enrolled in at least 4 units
- During the Summer: As a graduate student enrolled in at least 6 units

- If you do not meet the requirements above, you will contribute 7.50% DCP and 1.45% Medicare

- Additional information related to DCP/Safe Harbor:

<https://ucnet.universityofcalifornia.edu/forms/pdf/retirement-savings-program-information-for-safe-harbor-participants.pdf>

- If you are exempt from FICA taxes and your paycheck has been deducted DCP and Medicare, please contact Angie for a refund.

Questions
&
Answers