

Graduate Student Researcher (GSR) Hiring Checklist for Departments

Academic Apprentice Personnel (AAP) Job Title & Code	
Graduate Student Researcher	003276

For more detailed information, consult the [Academic Apprentice Personnel Manual](#) for Departments.

Student's Name _____ UID: _____ Employee ID: _____

1. Determine Eligibility

In order to be eligible for any of the AAP Job Title & Code above; the department must confirm the following:

- ☐ The student has at least a 3.0 GPA
- ☐ Be enrolled in 12 units
- ☐ The appointment is for 50% or below.
- ☐ All appointments work more than 50% time (up to 75% time).
Approved appointment for more than 50% time (must be authorized in advance by the Dean of the student's school or college. Authorization forms are located [here](#). International students must also obtain over 50% approval from the Dashew Center for all appointments over 50% before the Dean's review and before an appointment is offered.)
- ☐ If the student does NOT meet the eligibility requirements listed above, you must [file for an exception](#) with the Division of Graduate Education at least three weeks before the hire date. If the department has not been granted an exception, the appointment cannot start.

2. If the student meets the requirements listed above, send out an appointment letter for the GSR position and ensure the student signs it.

3. Start the Hiring Process

A. Ensure the student completes and submits the following:

- ☐ [I-9](#) verification
- ☐ [Oath and Patent Form](#) (it will be completed in [UCPath](#))
- ☐ Complete the [Initial GLACIER online entry form](#) (for international students).
- ☐ [UCRS 419](#) (EMPLOYMENT IN A UNIVERSITY POSITION NOT COVERED BY SOCIAL SECURITY)
- ☐ [W-4 Form](#).

Note: Inform international students about extra withholding on each paycheck.

B. Establish [appropriate level of appointment](#) based on experience.

C. Enter the student's appointment in the system ([UCPath](#)) and determine whether or not [FLSA/Pay Group Conflict](#) is required.

D. Process [online fee remissions](#) GSR appointment(s) greater than 25%.

- Hiring units must coordinate which department will submit online fee remissions if the student has multiple positions for a given term.

4. Re-check Student Status and verify the number of enrolled units.

- ☐ Ensure that the student GPA status and enrolled units are accurate; be sure to check each student's GPA status and enrolled units after the third week of the term.

5. Inform the student about additional benefits.

- ☐ Advance Loans Option ([Advance Loan Authorization Form](#)).
- ☐ Fee deferral (for academic apprentices only). Remind students of their revised fee/tuition payment [date](#) (Fees are associated with a missed payment.)
- ☐ [Parking deduction](#) (if eligible).

6. Send out Courtesy Notices to Apprentices

- ☐ Verify that s/he has the same address on the SAD screen in the Student System. Let the student know that the Payroll address is distinct and that MyUCLA will allow address changes on the student side only.
- ☐ **Check disposition:** Inform the student about the difference between [UCPath for Payroll](#) and [BruinDirect](#) for fellowship stipends (sign up for BruinDirect via [MyUCLA](#))