

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](#).

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

1. Determine Eligibility

To employ an individual in the AAP Job Code & Title above, the hiring department must verify all the information below:

- Individual has GPA of at least 3.0.
- Individual is or will be enrolled in 12 units.
- Total FTE of appointment is 0.50 or less.
- For individual or combined appointment of 0.51-0.75 FTE
Individual must receive approval from the school/division to work over 50% before an employment offer can be made. 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 individual does not meet the eligibility requirements listed above, an offer cannot be made and employment cannot begin. For additional information, see page 19 of the Academic Apprentice Personnel Manual.**

2. If the individual 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 individual 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 individual's appointment in the system ([UCPath](#)) and determine whether or not [FLSA/Pay Group Conflict](#) resolution is required.

D. Process [online fee remissions](#) for GSR appointment(s) over 0.25 FTE.

- When an individual holds multiple remissions-eligible appointments in a given term, hiring units coordinate which department will submit online fee remissions.

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

- Ensure that the GPA status and enrolled units are accurate. Verify each employee's GPA status and enrolled units after the third week of the term.

5. Inform the employee about additional benefits.

- Advance Loans Option ([Advance Loan Authorization Form](#)).
- Fee deferral (for academic apprentices only). Remind individuals 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 individual has the same address on the SAD screen in the Student System. Let the individual know that the Payroll address is distinct and that MyUCLA will allow address changes on the student side only.
- Check disposition:** Inform the individual about the difference between [UCPath for Payroll](#) and [BruinDirect](#) for fellowship stipends (sign up for BruinDirect via [MyUCLA](#))