UNIVERSITY OF CALIFORNIA, IRVINE

BERKELEY • DAVIS • IRVINE • LOS ANGELES • MERCED • RIVERSIDE • SAN DIEGO • SAN FRANCISCO   **SANTA BARBARA • SANTA CRUZ**

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Dear All,

This is a friendly reminder of the procedures for new hires/visitors. If you have any questions, feel free to reach out to Valerie Sanchez (vasanch2@uci.edu)

Undergraduate Students:
Email me with the following information:

- Name

- Email Address

- Appointment dates **(need a 1 month notice)**

- Salary ($15.50/hr min)

- If without salary, please let us know right away as it must be approved by Academic Personnel prior to starting work.

- KFS#

- Location where work will be performed

- Number of hours working per week

- Job Description (2-4 sentences)

- If you would like to post an ad for undergrads to apply, please let us know.

- Students should **NOT** be working prior to the start date of employment. This is a liability issue and if the student were to get injured during this time, the University will be held liable for this.

Academics: Researchers, Project Scientists, Postdocs, Specialists, and <u>Visitors</u> - send the following information to me:

- Name

- Email Address

- Title

- Appointment dates (**need a two-month notice** from start date if NO VISA)

- KFS#

- Salary or without salary

- Was a search done?

- Location of where work is being performed

- Will keys be needed? If so, what building/office?

- Will a visa be required?

  - If a J-1 visa is needed, please let me know **three (3) months prior to the**

  - If an H-1B is needed, please let me know **six (6) months prior to the start**
    possible)

Sponsored ID's: Sponsored ID's can be requested if the guest is

- A Volunteer

- High School student visiting for the summer

- Recently-separated employee who needs additional time and therefore needs their access to not be interrupted

Sponsored ID's can be requested here: https://ucinetid.service.uci.edu/sponsored/request.php
For further information, please refer to: https://uci.service-now.com/sp?id=kb_article_view&sysparm_article=KB0012503&sys_kb_id=6b8f6bac1b4c91946d7bb99f034bcb67&spa=1

Contingent Worker's: Visiting Scholars, Visiting Graduate/Undergraduate Students must complete Visitor form, waiver, AP-9, and CWR onboarding prior to start date. Please email the following to me:

- Name

- Email Address

- Appointment dates (need a month notice)

- If without salary, please let us know right away as it must be approved by Academic Personnel prior to starting work.

- Location where work will be performed

- Number of hours working per week

- Job Description (2-4 sentences)

  Students should **NOT** be working prior to the start date of employment. This is a liability issue and if the visitor were to get injured during this time, the University will be held liable for this.

Thank you!