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 Visitors - 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?
  o If a J-1 visa is needed, please let me know three (3) months prior to the start date.
  o If an H-1B is needed, please let me know six (6) months prior to the start date (if 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](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](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!