INSTRUCTIONS FOR COMPLETING REHIRE PAPERWORK

Please note: Rehire paperwork will not have all the forms listed below:

Welcome to the Computer Science Department. Within your hiring paperwork you find the following forms:

Special note: Employee number is your Student ID number.

- **Authorization form** – which you and your professor should complete. Make sure your Professor signs off on your form and he/she has given an account and fund number
- **Biography** – complete as much as possible.
- **Statements of Understanding** – Please read and sign on the back page of the form
- **UAW Local 2865 Membership Election form** – (This form should only be completed if you are being hired as a TA)
- **Emergency Contact Form** – please complete.
- **Voluntary Self-Identification of Race, Ethnicity and Veteran Status** – please complete no signature required.
- **Voluntary Self-Identification of Disability** – complete, no signature required.
- **Glacier Form** – please complete – (Only to be completed if you are not a US Citizen.)
BIOGRAPHY FOR GRADUATE STUDENTS ONLY
Computer Science Department
UCLA HSSEAS

(Please print in ink or type.)

NAME: ____________________________________________________________________________

Last, First, MI __________________________ UID# __________________________ SSN: __________

DATE OF BIRTH: ______________ Sex: ______ Home PH#: ______________________ Work PH#: ______________________

CURRENT MAILING ADDRESS: __________________________________________________________________________

Street, Apt/Unit __________________________ City, State (County) __________________________ Zip __________________________

EMAIL: __________________ ADVISOR: ____________________________________________________________

CA RESIDENT? □ Yes □ No US CITIZEN? □ Yes □ No If "NO," Country of Citizenship: __________________________

NON US CITIZENS - VISA TYPE: □ Student (F1) □ Exchange (J1) □ Perm. US Resident (PR) □ Other: __________________________

MAJOR DEPT: ____________ DEGREE OBJECTIVE: □ MS □ PHD AREA OF SPECIALIZATION: __________________________

PREVIOUS DEGREE(s) EARNED:

<table>
<thead>
<tr>
<th>Degree</th>
<th>Institution</th>
<th>Major</th>
<th>Dates Attended</th>
<th>Date Degree Rec'd</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CG GRAD GPA: ____________ GRAD UNITS COMPLETED: ____________ ATC: □ Yes □ No ATC DATE: __________________________

EMPLOYMENT DATA: (Please provide only the employment data that will be relevant to your request for assistantship consideration.)

<table>
<thead>
<tr>
<th>Employer</th>
<th>Dates of Employment</th>
<th>Position Held</th>
<th>Nature of Work</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

HAVE YOU EVER BEEN EMPLOYED BY ANOTHER DEPT? □ Yes □ No DATES EMPLOYED: ____________ DEPT: __________________________
STATEMENT OF UNDERSTANDING

UCLA ACADEMIC APPRENTICE PERSONNEL FEE REMISSION BENEFITS FOR 2018-2019

Congratulations on receiving an academic apprentice appointment at UCLA! Academic apprentice titles are intended to provide qualified students with relevant training experience for academic and academic-related careers in teaching and research. Apprentice personnel in the research series (i.e., Graduate Student Researchers - Title Code 3276) are regarded primarily as students being professionally trained. However, students employed in the following title codes are also regarded as employees and are known as Academic Student Employees (ASE):

<table>
<thead>
<tr>
<th>ACADEMIC STUDENT EMPLOYEE (ASE) PERSONNEL TITLE CODES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reader 2850</td>
</tr>
<tr>
<td>Special Reader 2852</td>
</tr>
<tr>
<td>Remedial Tutor I 2288</td>
</tr>
<tr>
<td>Remedial Tutor II 2289</td>
</tr>
<tr>
<td>Tutor 2860</td>
</tr>
<tr>
<td>Teaching Assistant 2310</td>
</tr>
<tr>
<td>Teaching Fellow 2300</td>
</tr>
</tbody>
</table>

For more information see: “Agreement Between the Regents of the University of California and the Student Association of Graduate Employees, International Union, United Automobile, Aerospace and Agricultural Implement Workers of America (UAW), AFL-CIO” at http://ucnet.universityofcalifornia.edu/labor/bargaining-units/bx/contract.html.

Please carefully read through the following information pertaining to eligibility criteria and benefit entitlement. **You must also sign and date the back and return the form to your departmental apprentice personnel officer.** If you have any questions regarding these policies, contact your academic advisor, hiring department or the Graduate Fellowships and Financial Services at (310) 825-1025.

The following table summarizes the benefits and the requirements necessary to qualify for and maintain these benefits:

<table>
<thead>
<tr>
<th>Appointment</th>
<th>Benefit</th>
<th>Quarters Estimated Value</th>
<th>GPA</th>
<th>Units</th>
<th>Maximum Number of Quarters as Academic Apprentice Personnel</th>
<th>Percent of Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Student Researcher (GSR)</td>
<td>Health Insurance (100%) (non-refundable if student waives UC SHIP)</td>
<td>$1,300.64</td>
<td>3.0</td>
<td>12</td>
<td>No limit</td>
<td>Greater than or equal to 25%</td>
</tr>
<tr>
<td>GSR</td>
<td>Fee Remission 1 (100% of Tuition)</td>
<td>$3,814.00</td>
<td>3.0</td>
<td>12</td>
<td>No limit</td>
<td>Greater than or equal to 25%</td>
</tr>
<tr>
<td>GSR</td>
<td>Fee Remission 2 (100% of Student Services Fee)</td>
<td>$376.00</td>
<td>3.0</td>
<td>12</td>
<td>No limit</td>
<td>Greater than or equal to 25%</td>
</tr>
<tr>
<td>GSR</td>
<td>Nonresident Supplemental Tuition (NRST) Remission (U.S. Citizens and Permanent Residents should be within their first year of graduate study at UCLA)</td>
<td>$5,034.00</td>
<td>3.0</td>
<td>12</td>
<td>No limit</td>
<td>Greater than or equal to 45% GSR only (does not apply to a combination of ASE + GSR positions)</td>
</tr>
<tr>
<td>Academic Student Employee (ASE)</td>
<td>Health Insurance (100%) (non-refundable if student waives UC SHIP)</td>
<td>$1,300.64</td>
<td>3.0</td>
<td>12</td>
<td>12 academic quarters and, by exception once ATC, no more than 18 academic quarters of ASE series titles</td>
<td>Greater than or equal to 25%</td>
</tr>
<tr>
<td>ASE</td>
<td>Fee Remission 1 (100% of Tuition)</td>
<td>$3,814.00</td>
<td>3.0</td>
<td>12</td>
<td>12 academic quarters and, by exception once ATC, no more than 18 academic quarters of ASE series titles</td>
<td>Greater than or equal to 25%</td>
</tr>
<tr>
<td>ASE</td>
<td>Fee Remission 2 (100% of Student Services Fee)</td>
<td>$376.00</td>
<td>3.0</td>
<td>12</td>
<td>12 academic quarters and, by exception once ATC, no more than 18 academic quarters of ASE series titles</td>
<td>Greater than or equal to 25%</td>
</tr>
<tr>
<td>ASE</td>
<td>Campus Fee Remission (Effective Winter 2019)</td>
<td>$100.00</td>
<td>3.0</td>
<td>12</td>
<td>12 academic quarters and, by exception once ATC, no more than 18 academic quarters of ASE series titles</td>
<td>Greater than or equal to 25%</td>
</tr>
</tbody>
</table>

*BALANCE OF FEES

<table>
<thead>
<tr>
<th></th>
<th>FALL 18</th>
<th>WINTER 19</th>
<th>SPRING 19</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASE (Calendar)</td>
<td>$126.63</td>
<td>$25.62</td>
<td>$35.62</td>
</tr>
<tr>
<td>GSR (Calendar)</td>
<td>$26.63</td>
<td>$125.62</td>
<td>$135.62</td>
</tr>
</tbody>
</table>

* Balance of fees varies for new and continuing students. Please consult your BrainBill account for actual balance of fees or the Registrar's Office website: http://www.registrar.ucla.edu/fees-residence/overview

Also note that you must be continuously registered and enrolled throughout the applicable appointment period(s) in the required number of units by **no later than the third week** of instruction and be employed at 25% time or greater.

It is important to understand the above not only to maintain those benefits initially provided to you, but also to ensure that you receive the full benefits associated with your total academic apprentice appointment with the university. The percentage of time accumulates in the instance where you have more than one qualifying apprentice appointment. Even if each appointment is less than 25%, you become eligible for some or all of the remissions if two or more such apprentice appointments accumulate to 25% or more. If this is the case, you must speak with your departmental administrator to ensure that a remission roster is processed.
Should you fail to meet and/or maintain these requirements, you will be billed for all remissions issued to you for that quarter for which you are ineligible. Failure to complete assigned duties for an extended period of time may be deemed abandonment of the position and may result in termination of the apprentice position, denial of re-employment and/or other appropriate sanctions.

**SUBSTITUTE TEACHING WORK**

Substitute teaching work performed by an ASE is compensable when coordinated and approved in advance by the hiring unit. The work may include but not limited to preparation time, classroom time, grading, and office hours. The department’s human resources coordinator should ensure that the ASE is appropriately compensated. For any questions related to additional compensation for substitute work, please contact the hiring unit human resources coordinator.

**TEST OF ORAL PROFICIENCY EXAMINATION (TOP)**

International graduate students, including permanent residents, whose native language is not English, are required to take a campus-administered Test of Oral Proficiency examination (TOP) and pass it at 7.1 or above in order to be eligible for a teaching assistantship at UCLA. Please visit: https://coid.ucla.edu/top for more information on registration, exam details, preparation and scoring.

**HEALTH INSURANCE**

**WAIVING**

If you decide to waive your health insurance and submit a UC SHIP (University of California Student Health Insurance Plan) waiver for the term, and subsequently become eligible for the university health insurance remission, you will not be eligible to enroll in UC SHIP until the next term. Your UC SHIP waiver cannot be reversed for the term. There are no exceptions, and there is no appeal process, for waiving out of UC SHIP after your registration fees have been paid for the term. Please also note that a waiver of UC SHIP does not result in a refund back to you if you’re enrolled in another insurance plan, directly pay or receive funding.

**COVERAGE FOR STUDENTS ON FEE PENDING (FP) STATUS**

Students on Fees Pending (FP) status have access to and may avail themselves of all services offered at Ashe, included but not limited to primary care visits, in-house specialty, x-rays, lab services, and prescriptions. Further, students with FP status have access to medical care at Ashe without the concern of incurring out-of-pocket costs at the time of visit. Students in need of health services can make appointments by phone (310-825-4073, Option 1) or in person (on the 1st floor of the Ashe building). For any questions related to health care services at Ashe associated with having FP status, please call the Insurance Office at 310-825-4073, Option 4.

**ADVANCE LOANS**

Academic Student Employees and Graduate Student Researchers are eligible to receive an interest-free advance on their student funding. Applications for these loans must be submitted within the following periods:

<table>
<thead>
<tr>
<th>Period</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2018</td>
<td>September 24, 2018 – October 15, 2018</td>
</tr>
<tr>
<td>Winter 2019</td>
<td>November 14, 2018 – December 14, 2018</td>
</tr>
<tr>
<td>Spring 2019</td>
<td>March 1, 2019 – April 1, 2019</td>
</tr>
</tbody>
</table>

The loan will be paid back through equal payroll deductions taken from the second and third paychecks of the quarter for monthly paid employees while the first deduction is taken from the first paycheck of the first month and the second deduction taken from the first paycheck of the second month for bi-weekly paid employees.

**FEE DEFERRALS**

All academic apprentice personnel are eligible to receive a fee deferral for registration fees assessed during the quarter in which they serve as an academic apprentice. You are responsible for ensuring that these fees are paid by the payback deadline. In general, the deferred payment deadline is two months after the standard quarterly due date. If your fees are not paid by this date, you will be liable for an additional $50 late charge. Please contact your departmental administrator to request a fee deferral. Fee deferrals cannot be reversed and if you decide not to enroll after a fee deferral has been posted, you are still liable to pay registration fees.

**FICA WITHHOLDING**

The student FICA tax exemption is applied in withholding on wage payments to graduate employees. If a graduate student employee (TA, GSR, etc.) carries six or more units during a given quarter and works less than 80% time, no FICA is deducted. Nonresident aliens on F1 or J1 visas who are pursuing the purpose for which their visa was issued, are exempt from FICA withholdings until they become substantially present in the United States (i.e., qualify as a US tax resident). Should the employee’s enrollment drop below the requisite number of units, FICA will begin to be deducted automatically from his/her paycheck. In addition, FICA will be withheld from wages in any month in which the number of days falling inside an instructional period is exceeded by the number of days falling outside of the instructional period; this situation often occurs during September and June.

**FINANCIAL AID ELIGIBILITY**

Students receiving any form of Financial Aid including Federal Unsubsidized Direct Loans, Federal Graduate PLUS Loans, Federal Perkins Loans, and/or Federal Work-Study funds, who are subsequently eligible for applicable remission benefits, may experience a reduction to one or more of their Federal loans or work-study awards. The reduction will appear on your academic year Electronic Financial Aid Notification (eFAN). You must report this information to the Financial Aid and Scholarships Office as soon as possible to avoid potential billing. Delay in reporting this information may result in you receiving financial aid in excess of your eligibility, which will necessitate that you be billed for funds already received. If you have any questions, please contact them at: https://www.financialaid.ucla.edu/contact-us.
I, the undersigned, have read, understand, and agree to the conditions and benefits set forth for UCLA Academic Apprentice Personnel. I understand that in order to hold an academic apprentice appointment and/or receive fee remissions, I must:

1. Be enrolled in at least 12 units by the end of the third week of the quarter/semester of the appointment (student must remain registered and enrolled in at least 12 units through the end of the quarter/semester of the appointment);
2. Have at least a 3.0 cumulative GPA at the time of appointment;
3. Serve under the tutelage and supervision of regular faculty members;
4. Total length of service in any one or any combination of ASE titles (includes teaching assistant/associate, fellows, tutors, readers, special readers) may not exceed four years (12 quarters). By exception only, following advancement to doctoral candidacy, up to 18 quarters. No exceptions beyond 18 quarters per APM 410-17c [link];
5. Work a minimum number of hours per quarter (equivalent to 25% time) during applicable appointment period;
6. International graduate students, including permanent residents, have passed the TOP exam prior to being appointed under any teaching title;
7. I am aware that I may be responsible for paying the balance of fees and nonresident supplemental tuition if applicable by the fee payment deadline.

I understand that if I have any other questions regarding university policy and/or academic apprentice appointments, I may contact the Graduate Fellowships and Financial Services Office, or my departmental administrator, for further elaboration.

<table>
<thead>
<tr>
<th>UID</th>
<th>Print Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

*For Hiring Department*

I, the undersigned, used the Academic Apprentice Hiring Checklist for Departments to verify that the student meets the applicable appointment eligibility requirements below or has received an exception approval prior to offering the appointment. Please check all that apply below and enter relevant information.

- Name of Dept. Personnel Administrator
- Signature of Dept. Personnel Administrator
- Date

- [ ] 3.0 cumulative GPA at time of appointment or [ ] petition for exception approved
- [ ] TOP requirement met (International Student/Permanent Resident) prior to appointment or [ ] petition for exception approved
- [ ] No more than 12 academic quarters in academic student employee titles or [ ] petition for exception approved. Number of quarters in ASE titles
- [ ] ASE hire given UAW Membership Election Form
Welcome to your union! UAW Local 2865 is the union chosen by the majority of Readers, Tutors, Teaching Assistants, and Graduate Student Instructors. The Union negotiates contracts with the university administration covering wages, benefits, hours, rights, terms and conditions of employment. This is the form by which you voluntarily accept or decline membership.

**AT UC, THE UNION:**
- Is run by student employees like you;
- Enables student employees to resolve workplace problems;
- Gives student employees a collective voice in advocating for important issues such as increased wages, rights for international students, and equity and diversity in academia.

**BECAUSE UC STUDENT EMPLOYEES FORMED A UNION IN 1999, WE HAVE:**
- Increased wages more than 33% compared to student employees outside of the Union.
- Won high quality health insurance at a low cost to student employees.
- Achieved protections from discrimination and harassment in the workplace.
- And gained many more rights and protections.

These rights and protections are only possible because a majority of student employees are dues-paying members of our union. By becoming a member, you increase the strength of the Union, you’re able to participate in the Union’s decision-making process, and you can run for leadership positions if you choose. You are also doing your part to support the community of student employees at the University of California and building the future of public education.

☐ **I ACCEPT MEMBERSHIP** in UAW Local 2865. I agree to pay a one-time $10 initiation fee and monthly dues, currently 1.44% of my gross pay. I authorize UC to deduct the initiation fee and monthly membership dues from my pay and remit them to the Union. Unless revoked, this authorization is to remain in effect for all periods of time in which I am a UAW member and receiving a paycheck for work performed as a TA, Tutor, Reader, or Graduate Student Instructor.

☐ **I DECLINE MEMBERSHIP** in UAW Local 2865.

---

**NAME** (Please print) ____________________________ **SIGNATURE** ____________________________ **DATE** __________

**MOBILE PHONE** ____________________________ **HOME / ALT. PHONE** ____________________________ **EMAIL** (Non-UC address preferred) ____________________________

**DEPT. EMPLOYED** ____________________________ **DEPT. ENROLLED** ____________________________ **ASE TITLE** (Reader, Tutor, GSI, TA) ____________________________

**OFFICE LOCATION** (Building, room #) ____________________________ **PI / RESEARCH GROUP** ____________________________ **STUDENT STATUS** (MA, UG, Ph.D., etc.) ____________________________

---

**QUESTIONS?**
We are here to help! Visit www.uaw2865.org, email us at uaw2865@uaw2865.org, or give us a call at 510-549-3863. You can learn about your contract here: www.uaw2865.org/resources. Please direct all questions to the Union, not the University. Please return this form to the Union at uaw2865@uaw2865.org, or by handing it in to your hiring administrator.
TO: All Computer Science Personnel

In case of emergency, contact:

Name

Address (Street, City and State)

Telephone Number

Relationship

2nd contact person if the above is not available

Name

Address (Street, City and State)

Telephone Number

Relationship

Signature: ____________________________
Printed Name: _________________________
Date: _________________________________

Privacy Notification

The State of California Information Practices Act of 1977 requires the University to provide the following information to individuals who are asked to supply information about themselves:

The principal purpose of requesting the information on this form is to provide emergency information. University Policy authorizes maintenance of this information.

Furnishing the information requested on this form is voluntary. There is no penalty for not completing the form. Information furnished on this form will be transmitted to the state and federal government if required by law.

Individuals have the right of access to this record as it pertains to themselves.

The official responsible for maintaining the information contained on this form is Freda Robinson, Room 4732J, Boelter Hall, University of California, Los Angeles, Los Angeles, California 90024-1396.
<table>
<thead>
<tr>
<th>EMPLOYEE NAME (LAST, FIRST, MIDDLE INITIAL)</th>
<th>CAMPUS</th>
<th>DEPARTMENT/ORGANIZATIONAL UNIT</th>
<th>BIRTHDATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>UCLA</td>
<td>Computer Science</td>
<td>NO</td>
</tr>
</tbody>
</table>

**INVITATION TO SELF-IDENTIFY RACE AND ETHNICITY**

The University of California is a federal contractor and recipient of federal funds subject to affirmative action requirements set forth in Executive Order 11246, as amended. The University's status as a federal contractor obligates it to maintain and analyze certain data with respect to the race and ethnicity of its workforce. In order to comply with these regulations the University requests its employees to voluntarily self-identify their race and ethnicity. The information provided will be kept confidential and used only in ways that are in accordance with federal and state laws, executive orders, and regulations, including those which require the information to be summarized and reported to the federal government for civil rights enforcement purposes.

Please answer the question below.

Are you Hispanic or Latino?

☐ YES, I am Hispanic or Latino

☐ Mexican/Mexican American/Chicano

☐ Latin American/ Latino

☐ Other Spanish/Spanish American

☐ NO, I am not Hispanic or Latino

In addition, select one or more of the following racial categories that best describe you, if applicable.

☐ AMERICAN INDIAN OR ALASKA NATIVE

☐ ASIAN

☐ Chinese/Chinese American

☐ Filipino/Pilipino

☐ Japanese/Japanese American

☐ Korean/Korean American

☐ Pakistani/East Indian

☐ Vietnamese/Vietnamese American

☐ Other Asian

☐ BLACK OR AFRICAN AMERICAN

☐ NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER

☐ WHITE

☐ European

☐ Middle Eastern

☐ North African

☐ White (not specified)

**INVITATION TO SELF-IDENTIFY VETERAN STATUS**

The University of California is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; 4) Armed Forces service medal veterans; and (5) Vietnam Era Veterans.

RETIN: Destroy after data entry pursuant to local procedures

SEE REVERSE FOR PRIVACY NOTIFICATIONS
I belong to the following classifications of protected veterans (choose all that apply):

☐ DISABLED VETERAN (S)
A "disabled veteran" is one of the following:
1. a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or 2. a person who was discharged or released from active duty because of a service-connected disability.

☐ RECENTLY SEPARATED VETERAN Please provide separation date ___/___/____ (MM, YY)
A "recently separated veteran" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval or air service.

☐ ACTIVE WARTIME OR CAMPAIGN BADGE VETERAN (E)
An "active duty wartime or campaign badge veteran" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense. For a list of officially recognized campaigns, please visit the U.S. Office of Personnel Management website at http://www.opm.gov/policy-data-oversight/veterans-services/vet-guide/#9

☐ ARMED FORCES SERVICE MEDAL VETERAN (M)
An "armed forces service medal veteran" means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces Service Medal was awarded pursuant to Executive Order 12985. To identify the military operations that meet this criterion, check your DD Form 214, Certificate of Release or Discharge from Active Duty.

☐ VIETNAM ERA VETERAN (V)
Vietnam Era Veteran means a person who:
1. Served on active duty for a period of more than 180 days, and was discharged or released therefrom with other than a dishonorable discharge, if any part of such active duty occurred: a. in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or b. between August 5, 1964, and May 7, 1975, in all other cases; or 2. Was discharged or released from active duty because of a service-connected disability, if any part of such active duty was performed: a. in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or b. between August 5, 1964, and May 7, 1975, in all other cases.

Protected veterans may have additional rights under USERRA—the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment in order to perform service in the uniformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service. For more information, call the U.S. Department of Labor’s Veterans Employment and Training Service (VETS), toll-free, at 1-888-4-USA-DOL.

As a Government contractor subject to VEVRAA, we are required to submit a report to the United States Department of Labor each year identifying the number of our employees belonging to each specified "protected veteran" category. If you believe you belong to any of the categories of protected veterans listed above, please indicate by checking the appropriate box above.

If you are a disabled veteran it would assist us if you tell us whether there are accommodations we could make that would enable you to perform the essential functions of the job, including special equipment, changes in the physical layout of the job, changes in the way the job is customarily performed, provision of personal assistance services or other accommodations. This information will assist us in making reasonable accommodations for your disability.

Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are not inconsistent with the Vietnam Era Veterans’ Readjustment Assistance Act of 1974, as amended.

The information you submit will be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled veterans, and regarding necessary accommodations; (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if you have a condition that might require emergency treatment; and (iii) Government officials engaged in enforcing laws administered by the Office of Federal Contract Compliance Programs, or enforcing the Americans with Disabilities Act, may be informed.

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.

PRIVACY NOTIFICATION STATEMENT (Revised February 22, 2010 for U5605)
The State of California Information Practices Act of 1977 requires the University to provide the following information to individuals who are asked to supply personal information about themselves.

1. The principal purpose for requesting the information on this form is to comply with the following Federal requirements: (i) Title VII of the Civil Rights Act of 1964, as amended; (ii) Executive Order 11246, as amended; (iii) Section 402 of the Vietnam Era Veterans Reemployment Assistance Act of 1974, as amended; (iv) Section 503 of the Rehabilitation Act of 1973, as amended; (v) Title IV of the Higher Education Act of 1965, as amended (20 U.S.C. 1094 (a) (17)); and (vi) Section 490 of the Higher Education Amendments of 1992 (P.L. 102–325), as well as relevant implementing regulations.

2. The information supplied on this form is classified confidential. It is used for required aggregated workforce data reporting to the federal government and for internal workforce statistical analysis, reporting, and outreach. It will be given to government agencies responsible for civil rights laws only when requested, or otherwise required by law. The aggregated workforce data serves as a tool to the administration of campus equal employment opportunity/affirmative action and human resources programs. The information supplied on this form will be used only as described.

3. Furnishing the information requested on this form is voluntary. There is no penalty for not completing the form.

4. Individuals have the right to review their own records in accordance with University personnel policies and collective bargaining agreements. Information on applicable policies and agreements can be obtained from campus or Office of the President human resources and academic personnel offices.

5. The University offices responsible for maintaining the information supplied on this form are the UC Human Resources Office and UC Academic Advancement Office, and campus Equal Employment Opportunity and Affirmative Action Offices.
**Initial GLACIER Information Form**

**Department Instructions:** Complete this form, provide a copy to the foreign individual, and instruct the foreign individual to use this form when completing their tax status record in GLACIER, an Online Tax Compliance System used by UCLA. Fax a copy of this form to Payroll Services @ (310) 794-8751 (EXCEPTION: Scholarship/Fellowship Recipients – No Fax needed)

**Foreign Individual Instructions:** You will be receiving an email from support@online-tax.net with your Logon ID and Password to Glacier, an Online Tax Compliance System used by UCLA. Within 7 days of the receipt of the email, please log in to Glacier and provide UCLA with your tax information in order to have the proper amount of tax withheld from UCLA payments made to you. After completing your Glacier tax status record, print, review, sign, and date the required tax documents that Glacier creates. Then forward those documents along with any required attachments noted on Tax Summary, to the address indicated on the Tax Summary Report Instructions.

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<th>Initial</th>
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<th>Monthly</th>
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<td>(If applicable, select one choice per category)</td>
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