

# INSTRUCTIONS FOR COMPLETING HIRING AND REHIRING PAPERWORK

Needs to be completed for each quarter worked

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

**Authorization form** – to be completed by Graduate Student Researchers and the Professor you will be working with. Both the student and the Professor must sign the form and the full account and fund number must be listed on the form.

**Biography Form** to be completed by all employees. Please put N/A if you do not have a UCPATH ID or Middle Name. Please put TBD if you do not have a SSN.

**Statement of Understanding** to be signed each quarter worked.

**UAW Local 2865 Membership Election form** *The UAW form must be completed by all TA's (New and/or Rehire).* Send completed UAW form directly to [uaw2865@uaw2865.org](mailto:uaw2865@uaw2865.org).

**Emergency Contact Form** to be completed by all employees. Hardcopy must be completed. Employees should also add the Emergency Contact information into UCPATH. Instructions will be emailed upon UCPATH approval.

**Glacier Form** is intended for foreign individuals including graduate students, postdoctoral scholars, and visiting graduate researchers receiving employment appointments or scholarship/fellowship offers. This form will assist you with completing your tax status record in GLACIER, an Online Tax Compliance System used by UCLA.

If this form pertains to you, you will receive an email from the Glacier Online Tax Compliance System  
[support@online-tax.net](mailto:support@online-tax.net)

## **Oath and Patent**

**WHO MUST SIGN THE OATH:** Only to be completed if you are a US Citizen

**WHO MUST SIGN PATENT:** All Employees

**SSN Statement** Please read and sign form for each quarter worked.

**Employee Number:** Enter University ID (UCLA ID) (UID)

**Campus:** UCLA

**Department:** Computer Science

**Date of Hire:** Please refer to your Offer Letter or New Hire Authorization Form / Renewal Authorization Form

**SSN:** Please put TBD if you do not have a SSN. -

**Worker's Compensation** to be reviewed by all employees.

**I-9 Form via Tracker System** to be completed once you have signed and returned your offer letter and/or authorization form to Therese Garcia and your Advisor. You will receive an email from [employment.authorization@universityofcalifornia.edu](mailto:employment.authorization@universityofcalifornia.edu).

**W-4 Form** to be completed once you have access to UCPATH. Instructions will be emailed upon UCPATH approval.

**CA State Withholding (DE-4)** please complete once you are approved (DE) by UCPATH. Instructions will be emailed upon UCPATH approval.

**Direct Deposit** Instructions regarding setting up direct deposit will be emailed once your appointment is approved in UCPATH. If you do not add direct deposit, your paycheck will be delivered to the address on file in UCPATH.

**Gender-neutral restroom map** & **Lactation Stations map** please click on each link to the interactive UCLA map; each link will provide gender-inclusive restrooms and lactation stations.

If you cannot click the links above, copy and paste each link below into your browser:

<https://map.ucla.edu/?f=0>

<https://map.ucla.edu/?f=5>

**BIOGRAPHY**  
**Computer Science Department**  
**UCLA HSSEAS**

(Please type in DocuSign.)

UCPATH ID: \_\_\_\_\_ UID#: \_\_\_\_\_ DATE: \_\_\_\_\_

LEGAL FIRST NAME: \_\_\_\_\_ MIDDLE NAME: \_\_\_\_\_ LEGAL LAST NAME: \_\_\_\_\_ SSN: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ GENDER IDENTITY: \_\_\_\_\_ CELL PH#: \_\_\_\_\_  
Month, Date, Year

CURRENT MAILING ADDRESS: \_\_\_\_\_  
Street, Apt/Unit City, State, (Country) Zip Code

EMAIL: \_\_\_\_\_ ADVISOR: \_\_\_\_\_

US Citizen (Yes or no): \_\_\_\_\_ Visa Type: Exchange (J1) (Yes or no): \_\_\_\_\_ Other Visa: \_\_\_\_\_

If "No", Country of Citizenship: \_\_\_\_\_ Visa Type: Perm.US Resident (PR) (Yes or no) \_\_\_\_\_ DACA: \_\_\_\_\_

Visa Type: Student (F1) (Yes or no) \_\_\_\_\_ CA Resident (Yes or No) \_\_\_\_\_

MAJOR DEPT: \_\_\_\_\_ DEGREE OBJECTIVE: \_\_\_\_\_ MS PHD AREA OF SPECIALIZATION: \_\_\_\_\_

**PREVIOUS DEGREE(S) EARNED:**

<u>Degree</u>	<u>Institution</u>	<u>Major</u>	<u>Dates Attended</u>	<u>Date Degree Rec'd</u>	<u>GPA</u>

UC 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.)

<u>Employer</u>	<u>Dates of Employment</u>	<u>Position Held</u>	<u>Nature of Work</u>

HAVE YOU EVER BEEN EMPLOYED BY ANOTHER DEPT Yes : No: DATES EMPLOYED: \_\_\_\_\_ DEPT: \_\_\_\_\_

Computer Science Department  
School of Engineering and Applied Science  
University of California, Los Angeles

To: All Computer Science Personnel

In case of emergency, contact

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Name

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Address (Street, City, State, and Zip Code)

---

Telephone Number

Relationship

2<sup>nd</sup> contact person, if the above not available

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Name

---

Address (Street, City, State, and Zip Code)

---

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.

	<b>UNIVERSITY OF CALIFORNIA STATE OATH OF ALLEGIANCE. PATENT POLICY, AND PATENT ACKNOWLEDGMENT</b>	EMPLOYEE'S NAME (Last, First, Middle Initial)		DATE PREPARED Mo/Dy/Yr
	UPAY585 (R 11/2011) E0420 71443-180	EMPLOYEE ID	DEPARTMENT	EMPLOYMENT DATE Mo/Dy/Yr

**STATE OATH OF ALLEGIANCE** I do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

**Taken and subscribed before me on:** \_\_\_\_\_ Signature of Officer or Employee: \_\_\_\_\_  
 Mo/Dy/Yr  
 Signature of Authorized Official: \_\_\_\_\_ (Do not sign until in the presence of proper witness.)  
 Title: \_\_\_\_\_ NOTE: No fee may be charged for administering this oath. County: \_\_\_\_\_  
 State: \_\_\_\_\_

The oath must be administered by either (1) a person having general authority by law to administer oaths—for example, Notaries Public, Civil Executive Officers (Gov. Code Sec. 1001), Judicial Officers, Justices of the Peace, and county officials named in Gov. Code Sections 24000, 24057, such as, district attorneys, sheriffs, county clerks, members of boards of supervisors, etc., or (2) by any University Officer or employee who has been authorized in writing by The Regents to administer such oaths.

**WHO MUST SIGN THE OATH:** All persons (other than aliens) employed by the University, in common with all other California public employees, whether with or without compensation, must sign the oath. (Calif. Constitution, Article XX, Section 2, Calif. Gov. Code Sections 3100-3102.)

All persons re-employed by the University after a termination of service must sign a new Oath if the date of re-employment is more than one year after the date on which the previous Oath was signed (Calif. Gov. Code Sec. 3102.)

**WHEN OATH MUST BE SIGNED:** The Oath must be signed BEFORE the individual enters upon the duties of employment (Calif. Constitution, Article XX, Section 3: Calif. Gov. Code Sec. 3102.)

**WHERE OATHS ARE FILED:** The Oaths of all employees of the University shall be filed with the Campus Accounting Office.

**FAILURE TO SIGN OATH:** No compensation for service performed prior to his subscribing to the Oath or affirmation may be paid to a University employee. And no reimbursement for expenses incurred may be paid prior to his subscribing to the Oath or affirmation. (Calif. Gov. Code Sec. 3107.)

**PENALTIES:** "Every person who, while taking and subscribing to the Oath or affirmation required by this chapter, states as true any material which he knows to be false, is guilty of perjury, and is punishable by imprisonment in the state prison not less than one or more than 14 years." (Calif. Gov. Code Sec. 3108.)

**PATENT ACKNOWLEDGMENT**

This acknowledgment is made by me to The Regents of the University of California, a corporation, hereinafter called "University," in part consideration of my employment, and of wages and/or salary to be paid to me during any period of my employment, by University, and/or my utilization of University research facilities and/or my receipt of gift, grant, or contract research funds through the University.

By execution of this acknowledgment, I understand that I am not waiving any rights to a percentage of royalty payments received by University, as set forth in the University of California Patent Policy, hereinafter called "Policy."

I also understand and acknowledge that the University has the right to change the Policy from time to time, including the percentage of net royalties paid to inventors, and that the policy in effect at the time an invention is disclosed shall govern the University's disposition of royalties, if any, from that invention. Further, I acknowledge that the percentage of net royalties paid to inventors is derived only from consideration in the form of money or equity received under: 1) a license or bailment agreement for licensed rights, or 2) an option or letter agreement leading to a license or bailment agreement. I also acknowledge that the percentage of net royalties paid to inventors is not derived from research funds or from any other consideration of any kind received by the University. The Policy on Accepting Equity When Licensing University Technology governs the treatment of equity received in consideration for a license.

I acknowledge my obligation to assign, and do hereby assign, inventions and patents that I conceive or develop 1) within the course and scope of my University employment while employed by University, 2) during the course of my utilization of any University research facilities, or 3) through any connection with my use of gift, grant, or contract research funds received through the University. I further acknowledge my obligation to promptly report and fully disclose the conception and/or reduction to practice of potentially patentable inventions to the University authorized licensing office. Such inventions shall be examined by the University to determine rights and equities therein in

accordance with the Policy. I shall promptly furnish University with complete information with respect to each.

In the event any such invention shall be deemed by University to be patentable or protectable by an analogous property right, and University desires, pursuant to determination by University as to its rights and equities therein, to seek patent or analogous protection thereon, I shall execute any documents and do all things necessary, at University's expense, to assign to University all rights, title, and interest therein and to assist University in securing patent or analogous protection thereon. The scope of this provision is limited by Calif. Labor Code Sec. 2870, to which notice is given below. In the event I protest the University's determination regarding any rights or interest in an invention, I acknowledge my obligation: (a) to proceed with any University requested assignment or assistance; (b) to give University notice of that protest no later than the execution date of any of the above-described documents or assignment; and (c) to reimburse University for all expenses and costs it encounters in its patent application attempts, if any such protest is subsequently sustained or agreed to.

I acknowledge that I am bound to do all things necessary to enable University to perform its obligations to grantors of funds for research or contracting agencies as said obligations have been undertaken by University.

University may relinquish to me all or a part of its right to any such invention, if, in its judgment, the criteria set forth in the Policy have been met.

I acknowledge that I am bound during any periods of employment by University or for any period during which I conceive or develop any invention during the course of my utilization of any University research facilities, or any gift, grant, or contract research funds received through the University.

In signing this acknowledgment, I understand that the law, of which notification is given below, applies to me, and that I am still required to disclose all my inventions to the University.

**NOTICE:** This acknowledgment does not apply to an invention which qualifies under the provision of Calif. Labor Code Sec. 2870 which provides that (a) Any provision in an employment agreement which provides that an employee shall assign, or offer to assign, any of his or her rights in an invention to his or her employer shall not apply to an invention that the employee developed entirely on his or her own time without using the employer's equipment, supplies, facilities, or trade secret information except for those inventions that either: (1) Relate at the time of conception or reduction to practice of the invention to the employer's business, or actual or demonstrably anticipated research or development of the employer; or (2) Result from any work performed by the employee for the employer. (b) To the extent a provision in an employment agreement purports to require an employee to assign an invention otherwise excluded from being required to be assigned under subdivision (a), the provision is against the public policy of this state and is unenforceable. In any suit or action arising under this law, the burden of proof shall be on the individual claiming the benefits of its provisions.

RETENTION: Accounting: 5 years after separation, except in cases of disability, retirement or disciplinary action, in which case retain until age 70.

Other Copies: 0-5 years after separation

Employee/Guest Name (Please print): \_\_\_\_\_

Employee/Guest Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness Signature & University Acceptance: \_\_\_\_\_ Date: \_\_\_\_\_

# STATEMENT CONCERNING YOUR EMPLOYMENT IN A UNIVERSITY POSITION NOT COVERED BY SOCIAL SECURITY

UCRS 419 (R7/19) University of California Human Resources

Use this form to comply with the Social Security Protection Act of 2004, Section 419(c) of Public Law 108–203, which requires employers to provide a written notice to any individual being employed in a position that is not covered by Social Security on or after January 1, 2005. This form explains how not being subject to Social Security may affect future Social Security benefits to which these individuals may become entitled. **This form must be signed by the employee no later than the first day of work, as explained further below.**

## WHERE TO OBTAIN THIS FORM

Hiring authorities/those responsible for processing new hires may download the form available on the UCnet website at [ucnet.universityofcalifornia.edu/forms/pdf/ucrs-419.pdf](http://ucnet.universityofcalifornia.edu/forms/pdf/ucrs-419.pdf).

## WHO MUST SIGN THE FORM

Ensure that all new hires in the following categories complete and sign the form:

- **Safety personnel covered by the UC Retirement Plan for Safety Members (police and fire fighters)**
- **Other UC Retirement Plan Members who are exempt from paying Social Security**
  - Nonresident aliens living and working outside the U.S.
  - Nonresident aliens exempt from Social Security because of an F-1 or J-1 visa status
  - Nonresident aliens whose wages are subject to taxes or contributions under the social security system of a foreign country with which the U.S. has a totalization agreement
- **All Defined Contribution Plan Safe Harbor Employees**
  - Part-time, seasonal, and temporary employees who are not covered by Social Security
  - Non-exempt UC student employees who do not satisfy certain course load requirements
  - Resident aliens with F-1 and J-1 visa status
- **Employees who do not contribute to a retirement system who are not covered by Social Security**
  - Exempt UC student employees who do satisfy certain course load requirements
  - Nonresident aliens living and working outside the U.S.
  - Nonresident aliens exempt from Social Security because of an F-1 or J-1 visa status
  - Nonresident aliens whose wages are subject to taxes or contributions under the social security system of a foreign country with which the U.S. has a totalization agreement

## FORM COMPLETION DEADLINE

Employees in the above categories must receive, sign, and return the form to the departmental representative or hiring authority before beginning work, and no later than the beginning of the first day of work.

**Note:** An employee must complete the form **each time** he or she is newly hired or rehired in a new appointment in one of the above categories. Thus, a part-time student employee who leaves a job during summer break but is rehired into that or another job in one of the above categories in the fall must sign another form in the fall, etc.

## COMPLETING THE FORM

Ensure that all entries in item #1, "Employee & University Information," are completed, and that the employee has signed and dated the form.

## DISTRIBUTION OF SIGNED FORM

**REQUIRED:** Within 30 days after the form is signed, send signed form to:

UC RASC—Records Management  
P.O. Box 24570  
Oakland, CA 94623-1570

**RECOMMENDED:** Give a photocopy of the form to the employee.

**OPTIONAL:** Retain a photocopy of the form in the employee's personnel file.

**STATEMENT CONCERNING YOUR EMPLOYMENT IN A  
UNIVERSITY POSITION NOT COVERED BY SOCIAL SECURITY**  
UCRS 419 (R7/19) University of California Human Resources

Send completed form to:  
UC RASC—Records Management  
P.O. Box 24570  
Oakland CA 94623-1570

1. EMPLOYEE AND UNIVERSITY INFORMATION		
EMPLOYEE NAME (Last, First, Middle Initial)	EMPLOYEE NUMBER	SOCIAL SECURITY NUMBER
CAMPUS/LAB	DEPARTMENT	DATE OF HIRE

Your earnings from this position are not covered under Social Security. When you retire, or if you become disabled, you may receive a UC defined contribution plan (DC plan) or UC Retirement Plan (UCRP) benefit based on earnings from this position. If you do, and you are also entitled to a benefit from Social Security based on either your own work or the work of your husband or wife, or former husband or wife, your DC plan or UCRP benefit may affect the amount of the Social Security benefit you receive. Your Medicare benefits, however, will not be affected.

Under the Social Security law, there are two ways your Social Security benefit amount may be affected.

**1. Windfall Elimination Provision**

Under the Windfall Elimination Provision, your Social Security retirement or disability benefit is figured using a modified formula when you are also entitled to a plan benefit from a job where you did not pay Social Security tax. As a result, you will receive a lower Social Security benefit than if you were not entitled to a plan benefit from this job.

*For example*, if you are age 62 in 2019, the maximum monthly reduction in your Social Security benefit as a result of this provision is the lesser of \$463 or one-half of your pension earned from employment not covered by Social Security. This amount is updated annually. This provision reduces, but does not totally eliminate, your Social Security benefit. For additional information, please refer to the Social Security publication, "Windfall Elimination Provision."

**2. Government Pension Offset Provision**

Under the Government Pension Offset Provision, any Social Security spouse or widow(er) benefit to which you become entitled will be offset if you also receive a federal, state or local government plan benefit based on work where you did not pay Social Security tax. The offset reduces the amount of your Social Security spouse or widow(er) benefit by two-thirds of the amount of your government plan benefit.

*For example*, if you receive a monthly government plan benefit of \$600 based on earnings that are not covered under Social Security, two-thirds of that amount, \$400, is used to offset your Social Security spouse or widow(er) benefit. If you are eligible for a \$500 widow(er) benefit, you will receive \$100 per month from Social Security (\$500 – \$400 = \$100).

Even if your government plan benefit is high enough to totally offset your spouse or widow(er) Social Security benefit, you are still eligible for Medicare at age 65. For additional information, please refer to the Social Security publication, "Government Pension Offset."

**2. FOR ADDITIONAL INFORMATION**

Social Security publications and additional information, including information about exceptions to each provision, are available at [www.socialsecurity.gov](http://www.socialsecurity.gov). You may also call toll free 1-800-772-1213, or, for the deaf or hard of hearing, call the TTY number 1-800-325-0778, or contact your local Social Security office.

**3. REQUIRED SIGNATURE**

**I certify that I have received Form UCRS 419 that contains information about the possible effects of the Windfall Elimination Provision and the Government Pension Offset Provision on my potential future Social Security benefits.**

SIGNATURE OF EMPLOYEE	DATE
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## PRIVACY NOTIFICATIONS

### STATE

The State of California Information Practices Act of 1977 (effective July 1, 1978) requires the University to provide the following information to individuals who are asked to supply information about themselves.

The principal purpose for requesting information on this form, including your Social Security number, is to verify your identity, and/or for benefits administration, and/or for federal and state income tax reporting. University policy and state and federal statutes authorize the maintenance of this information.

Furnishing all information requested on this form is mandatory. Failure to provide such information will delay or may even prevent completion of the action for which the form is being filled out. Information furnished on this form may be transmitted to the federal and state governments when required by law.

Individuals have the right to review their own records in accordance with University personnel policy and collective bargaining agreements. Information on applicable policies and agreements can be obtained from campus or Office of the President Staff and Academic Personnel Offices.

The official responsible for maintaining the information contained on this form is the Vice President—University of California Human Resources, 1111 Franklin Street, Oakland, CA 94607-5200.

### FEDERAL

Pursuant to the Federal Privacy Act of 1974, you are hereby notified that disclosure of your Social Security number is mandatory. The University's record keeping system was established prior to January 1, 1975 under the authority of The Regents of the University of California under Article IX, Section 9 of the California Constitution. The principal uses of your Social Security number shall be for state tax and federal income tax (under Internal Revenue Code sections 6011, 6051 and 6059) reporting, and/or for benefits administration, and/or to verify your identity.

# UCLA

## FACTS ABOUT WORKERS' COMPENSATION

The content of this pamphlet has been approved by the Administrative Director of the Division of Workers' Compensation.

The information in this pamphlet is available in Spanish. To obtain a copy, please call: UCLA Workers' Compensation 310 794-6948. *La información en este folleto está traducido al español. Para conseguir una copia, favor de llamar: UCLA Workers' Compensation 310 794-6948.*

### WHAT IT IS

Since 1913, California Workers' Compensation law has guaranteed prompt, automatic benefits to workers who become injured or ill because of their jobs. It is mandatory no-fault insurance, paid for entirely by your employer, that pays your medical expenses and helps replace lost wages when you are disabled from work because of a work-related injury or illness.

### WHO IT COVERS

All UCLA employees and registered volunteers are covered for Workers' Compensation.

### WHAT IT COVERS

Almost any job-related injury or illness is covered. Simple first-aid incidents and serious accidents are both covered. Physical and psychological injuries incurred by victims of violent workplace crime are covered. There are a few injuries that may not be covered depending on how they occur; for instance, injuries that result from voluntary, off-duty recreational, social, or athletic activities are not covered. If you wish more information on the types of injuries not covered by workers' compensation, contact the UCLA Workers' Compensation Office at 310 794-6948.

### HOW TO REPORT AN INJURY

Immediately report to your supervisor any injury, no matter how slight. You can also report your injury to UCLA WC at 310 794-6948. If your injury is more than a simple first-aid case, your Human Resource office will give you a Claim Form (DWC 1), with instructions to complete the form and return it. You can also obtain a claim form on the UCLA WC web site at: <http://www.oirm.ucla.edu/DWCForm1.pdf> or you can call UCLA WC at 310 794-6948 and request that a claim form be mailed to you.

State law requires employers to authorize medical treatment within one working day of receiving the completed claim form from you. If you delay reporting your injury or delay completing the claim form, it may result in a delay in receiving benefits; and too long a delay may even jeopardize your right to obtain benefits altogether.

## **Work Injury Reporting Hotline 877 682-7778**

Supervisors, managers, and staff can now call a toll-free number to report any injury. This service is available 24 hours a day, seven days a week. Employees should continue to promptly inform their supervisor if they have been injured, and, in an emergency, urgent medical care should be sought immediately.

### NON-DISCRIMINATION

It is illegal for your employer to fire you or in any way discriminate against you because you file a claim, intend to file a claim, settle a claim, testify or intend to testify for another injured worker. If it is found that UCLA discriminated, UCLA may be ordered to reinstate you to your job, reimburse you for lost wages and employment benefits, and pay increased workers' compensation benefits, costs and expenses up to maximum amounts set by state law.

### EMERGENCY PHONE NUMBERS

Doctor: Occupational Health Facility 310-825-6771

Fire:

Police:

Hospital:

Ambulance:



**911 (cell phone 310 825-1491)**

**EMPLOYER REPRESENTATIVE**

Insurance & Risk Manage  
Workers Compensation  
10920 Wilshire Blvd. #860  
Los Angeles, CA 90024-1352  
Tel: 310-794-6948 (UCLA is self-insured)

**CLAIMS ADMINISTERED BY:**

Sedgwick Claims Management Services  
P.O. Box 14533  
Lexington, KY 40512-4533  
Tel: 310-253-7500

**DWC INFO & ASSISTANCE OFFICE**

4720 Lincoln Blvd  
Marina del Rey, CA 93117  
Tel: 310-482-3858

**IF YOU HAVE OTHER QUESTIONS**

Please see the telephone numbers above. You can contact UCLA WC at 310 794-6948 or Sedgwick CMS at 310-253-7500. You can also contact an Information and Assistance officer at the State Division of Workers' Compensation (DWC) at 310-482-3858 Information and Assistance officers provide continuing information on rights, benefits, and obligations. They assist in the prompt resolution of misunderstandings and disputes without formal proceedings to the end that full and timely benefits are furnished. Their services are available to you at no cost. You can hear recorded information and a list of local offices by calling 800-736-7401.

You can also check the local listing in the phone book under State Government Offices/Industrial Relations/Workers' Compensation. You may also go to the DWC web site at [www.dwc.ca.gov](http://www.dwc.ca.gov), and link to Workers' Compensation. There you will find informational pamphlets approved by the Division of Workers' Compensation and distributed by the Information and Assistance officers.

**BENEFITS****Medical Care**

Your claims administrator will pay all reasonable and necessary medical care for your work injury or illness. Medical benefits may include treatment by your doctor, hospital services, physical therapy, lab tests, x-rays, and medicines. Your claims administrator will pay the costs directly, so you should never see a bill. For injuries occurring on or after 1/1/04, there is a limit on some medical services.

**How to Obtain Medical Care****FIRST AID:**

Seek first-aid immediately.

**EMERGENCY CARE:**

Get help immediately. See the emergency telephone numbers in this pamphlet, which should also be posted in your workplace. Call an ambulance or go to the nearest emergency room.

**ACUTE AND FOLLOW-UP CARE:**

- A. If you predesignated your personal M.D. or D.O. (see form in this pamphlet):  
Contact your physician as soon as possible and make arrangements for treatment.
- B. If you did not predesignate your personal M.D. or D.O.: Call UCLA WC at 310-794 6948 as soon as possible to help you make arrangements for treatment.

**Temporary Disability Payments**

If you are disabled for more than three (3) calendar days, temporary disability payments will partially replace your lost wages. The first three calendar days are not paid unless you are disabled for more than 14 days, or are hospitalized overnight. You should receive your first payment within two weeks of reporting your injury. Every two weeks after that, you will receive another payment.

Temporary Disability pays two-thirds of your average wage, subject to minimum and maximum amounts set by state law. The payments are tax-free and there are no deductions.

TD payments stop when your doctor says you can return to work, or your condition has become Permanent and Stationary (your medical recovery has reached maximum foreseeable improvement). Also, for injuries occurring on or after April 19, 2004, TD payments stop after 104 payable weeks within two years from the date of the first TD payment; or after 240 payable weeks within five years from the date of injury for specific long-term conditions such as amputations, severe burns, and certain chronic diseases.

**Permanent Disability Payments**

If a doctor says your injury or illness will always leave you somewhat limited in your ability to work, you may be eligible for permanent disability payments. The amount will depend on the type of injury, your age, occupation, date of injury, and how much of the permanent disability was caused by the work injury. There are minimum and maximum amounts set by state law. Payments are made at a regular rate and are spread out over a fixed number of weeks until the total amount has been paid. If you received temporary disability payments, the first permanent disability payment is due within 14 days after the TD payments stopped. If you did not receive TD payments (many people with permanent disability keep working), the first permanent disability payment is due within 14 days after your doctor says your condition is permanent and stationary (your medical recovery has reached maximum foreseeable improvement). Subsequent payments are made every 14 days until the total amount is paid.

**Death Benefits**

If the injury or illness causes death, payments may be made to relatives or household members who are financially dependent on you. The amount is set by state law and depends on the number of your financial dependents. Payments are made at the same rate as temporary disability. A burial allowance is also provided.

**Supplemental Job Displacement Benefits**

If you have permanent disability and you do not return to work within 60 days after your temporary disability ends, and the University does not offer modified or alternative work, you may qualify for a non-transferable voucher payable to a school for retraining and/or skill enhancement. If you qualify, the claims administrator will pay the costs up to the maximum set by state law based on your percentage of permanent disability. SJDB is a benefit for injuries occurring on or after 1/1/04.

**If Benefits Are Denied**

You have the right to disagree with any decision affecting your claim. Call your claims administrator first to see if you can resolve any disagreement. For free assistance, you can contact an Information and Assistance officer at the Division of Workers' Compensation (see the section of this pamphlet captioned "If You Have Other Questions"). You can also file with the Workers' Compensation Appeals Board (WCAB). There are deadlines for filing the necessary WCAB paperwork, so you should not delay. You can also consult with an attorney. Most attorneys offer one free consultation. If you decide to hire an attorney, his or her fee will be taken out of your benefits. For names of W/C attorneys, call the State Bar of California at (415) 538-2120 or go to their web site at [www.californiaspecialist.org](http://www.californiaspecialist.org).

**YOUR TREATING PHYSICIAN**

Quality medical care is crucial to making the best recovery from your work injury or illness.

**Primary Treating Physician (PTP)**

Your primary treating physician (PTP) is the doctor with overall responsibility for treating your work injury or illness and for coordinating care with other providers. The PTP decides what type of medical care you need; whether there are temporary or permanent medical limitations or restrictions on your ability to perform work; and when you are able to return to work.

If the injury results in some degree of permanent disability, the PTP will measure the disability and report the findings to your claims administrator. The PTP will also report whether you will need medical care in the future. As part of your Workers' Compensation benefits, the University will provide you with a PTP.

**Personal Physician (M.D. or D.O.)**

If you have a personal M.D. or D.O. and you wish to designate this physician to be your PTP, you must do so in writing before the injury occurs. In addition, before the injury occurs, the physician must agree to treat you for a work related injury or illness.

**One-Time Right to Change PTP**

You have the right to change your PTP one time. You can request this change at any time.

**Change of PTP: First 30 Days**

If you make your request to change PTP during the first 30 days after reporting your injury, you can change to your personal chiropractor or acupuncturist if you have predesignated this physician.

**Change of PTP: After 30 Days**

If you have not already used your one-time change of PTP, then thirty (30) days after reporting your injury, you may change to the PTP of your own choice. This can be your personal M.D. or D.O., your personal chiropractor, personal acupuncturist, or any physician of your choice within a reasonable geographic area.

**Medical Provider Network (MPN)**

Employers may offer an Medical Provider Network (MPN), which is a selected network of health care providers to provide treatment to workers injured on the job. If the employer is using an MPN, a MPN notice is required to be posted in the worksite to explain how to use an MPN. **UCLA is not using an MPN.**

**WORKERS' COMPENSATION FRAUD IS A FELONY**

Anyone who makes or causes to be made any knowingly false or fraudulent material statement for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony.

**PHYSICIAN PREDESIGNATION FORM**

**In the event you sustain an injury/illness related to your employment, you may be treated for such injury/illness by your personal medical doctor (M.D.), doctor of osteopathic medicine (D.O.), medical group, chiropractor (D.C.) or acupuncturist (L.A.C.) if:**

Your personal medical physician (M.D. or D.O.) chiropractor (D.C.) or acupuncturist (L.A.C.)

- Is your regular treatment provider
- Has directed your treatment in the past
- Retains your treatment records and history
- Prior to the injury your doctor agrees to treat you for work injuries or illnesses
- Prior to the injury you give your employer the name and address of your personal physician in writing before the injury, then
- You can treat with your personal M.D. or D.O. immediately after the injury.
- You can change to your personal D.C. or L.A.C. if you exercise your right to one change of treating physician.

**Your personal M.D. or D.O. must agree to treat you for work injuries or illnesses before one occurs.**

**NOTICE OF PREDESIGNATION OF PERSONAL PHYSICIAN**

**Employee: Complete this section.**

To: \_\_\_\_\_ (name of employer) **If I have a work-related injury or illness,**

**I choose to be treated by (Name of doctor M.D., D.O., Medical Group, D.C. or L.A.C.):**

\_\_\_\_\_  
**Street address, city, state, ZIP:**

\_\_\_\_\_  
**Telephone number:**

\_\_\_\_\_  
**Employee Name (please print):**

\_\_\_\_\_  
**Employee's Address:**

\_\_\_\_\_  
**Employee's Signature**

\_\_\_\_\_  
**Employee ID#**

\_\_\_\_\_  
**Date:**

**Physician: I agree to this Predesignation:**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The physician is not required to sign this form, however, if the physician or designated employee of the physician does not sign, other documentation of the physician's agreement to be predesignated will be required pursuant to Title 8, California Code of Regulations, section 9780.1(a)(3).

Title 8, California Code of Regulations, section 9783. **DWC Form 9783 Note to Employee:** Unless an employee agrees, neither the employer nor the claims administrator shall contact your personal physician to confirm a Predesignation (CCR9780.1 (f)). If your physician did not sign above, other documentation that they agreed to be predesignated prior to the injury will be required. If you agree that after receiving this form your employer or claims administrator may contact your physician to confirm the predesignation, sign below.

\_\_\_\_\_  
**Employee's Signature**

\_\_\_\_\_  
**Employee ID#**

\_\_\_\_\_  
**Date:**

**Note to Physician:** California Workers' Compensation medical services are subject to preauthorization of non-emergency services; utilization review; reporting requirements; and the California Official Medical Fee Schedule.

# STATEMENT OF UNDERSTANDING

## UCLA Academic Apprentice Personnel Fee Remission Benefits For 2022-2023

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.

Academic Apprentice Personnel Job Titles & Codes							
Reader	002850	Remedial Tutor I	002288	Tutor	002860	Teaching Associate	001506
Special Reader	002852	Remedial Tutor II	002289	Teaching Assistant	002310	Teaching Fellow	002300
Graduate Student Researcher 003276							

ASEs are represented by the International Union, United Automobile, Aerospace, and Agricultural Implement Workers of America (UAW). The collectively negotiated agreement between the Regents of the University of California and UAW (UAW Contract) covers ASE policies, rights, terms of employment, benefits and grievances. For more information, visit <http://ucnet.universityofcalifornia.edu/labor/bargaining-units/bx/contract.html>. The intent of this Statement of Understanding is to outline those benefits and corresponding eligibility requirements provided to ASEs in the UAW contract. In the event a discrepancy exists between the benefits and eligibility requirements provided included in this form and the UAW Contract, the UAW contract takes precedence.

Please read carefully 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 or hiring department. For any additional inquiries contact Graduate Fellowships and Financial Services at [gdsupport@grad.ucla.edu](mailto:gdsupport@grad.ucla.edu).

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

### Quarterly Based Fee Remissions

Appointment	Benefit	Quarter's Estimated Value	GPA	Units	Maximum Number of Quarters as Academic Apprentice Personnel	Percent of Time
Graduate Student Researcher (GSR)	Health Insurance (100%) (non-refundable if student waives UC-SHIP)	\$1,571.35	3.0	12	No limit	Greater than or equal to 25%
GSR	Fee Remission 1 (100% of Tuition)	\$3,900.00	3.0	12	No limit	Greater than or equal to 25%
GSR	Fee Remission 2 (100% of Student Services Fee)	\$384.00	3.0	12	No limit	Greater than or equal to 25%
GSR	Nonresident Supplemental Tuition (NRST) Remission  (For U.S. Citizens and Permanent Residents, only applies within their first year of graduate study at UCLA)	\$5,034.00	3.0	12	No limit	<b>Greater than or equal to 45% time combined GSR appointments only (does not apply to a combination of ASE + GSR positions)</b>
Academic Student Employee (ASE)	Health Insurance (100%) (non-refundable if a student waives UC SHIP)	\$1,571.35	3.0	12	12 academic quarters and, by exception once ATC, no more than 18 academic quarters of ASE series titles	Greater than or equal to 25%

<b>ASE</b>	Fee Remission 1 (100% of Tuition)	\$3,900.00	3.0	12	12 academic quarters and, by exception once ATC, no more than 18 academic quarters of ASE series titles	Greater than or equal to 25%	
<b>ASE</b>	Fee Remission 2 (100% of Student Services Fee)	\$384.00	3.0	12	12 academic quarters and, by exception once ATC, no more than 18 academic quarters of ASE series titles	Greater than or equal to 25%	
<b>ASE</b>	Campus Fee Remission	\$100.00	3.0	12	12 academic quarters and, by exception once ATC, no more than 18 academic quarters of ASE series titles	Greater than or equal to 25%	
<b>*BALANCE OF FEES</b>	Fee remissions do not cover all graduate student fees. Those additional fees are the responsibility of the graduate student to ensure payment by the applicable deadlines. Fees are subject to change at any time.				FALL 2022	WINTER 2023	SPRING 2023
	ASE				\$57.67	\$56.66	\$55.66
	GSR				\$157.67	\$156.66	\$155.66

**Semester Based Fee Remissions<sup>1</sup>:**

- 1 quarter appointment = quarter-based fee remissions
- 2 quarters appointment = two-thirds of annual fee remissions
- 3 quarters appointment = annual amount of fee remissions

Appointment	Benefit	Semester Estimated Value	GPA	Units	Percent of Time
<b>Graduate Student Researcher (GSR)</b>	Health Insurance (100%) (non-refundable if student waives UC-SHIP)	\$2,357.03	3.0	12	Greater than or equal to 25%
<b>GSR</b>	Fee Remission 1 (100% of Tuition)	\$5,850.00	3.0	12	Greater than or equal to 25%
<b>GSR</b>	Fee Remission 2 (100% of Student Services Fee)	\$576.00	3.0	12	Greater than or equal to 25%
<b>GSR</b>	Nonresident Supplemental Tuition (NRST) Remission  (For U.S. Citizens and Permanent Residents, only applies within their first year of graduate study at UCLA)	\$6,123.00	3.0	12	<b>Greater than or equal to 45% time combined GSR appointments only (does not apply to a combination of ASE + GSR positions)</b>
<b>Academic Student Employee (ASE)</b>	Health Insurance (100%) (non-refundable if a student waives UC SHIP)	\$2,357.03	3.0	12	Greater than or equal to 25%

<sup>1</sup> Semester students serving quarterly appointments will receive fee remissions commensurate with the duration of their appointments. For example, semester students appointed for one quarter will receive quarterly-based fee remissions. In contrast, those appointed for two or three quarter-based appointments will receive two-thirds or annualized quarterly fee remission amounts respectively.

<b>ASE</b>	Fee Remission 1 (100% of Tuition)	\$5,850.00	3.0	12	Greater than or equal to 25%	
<b>ASE</b>	Fee Remission 2 (100% of Student Services Fee)	\$576.00	3.0	12	Greater than or equal to 25%	
<b>ASE</b>	Campus Fee Remission	\$150.00	3.0	12	Greater than or equal to 25%	
<b>*BALANCE OF FEES</b>	Fee remissions do not cover all graduate student fees. Those additional fees are the responsibility of the graduate student to ensure payment by the applicable deadlines. Fees are subject to change at any time.				FALL 2022	SPRING 2023
	ASE				\$20,378.99	\$20,379.00
	GSR				\$20,528.99	\$20,529.00

\* Balance of fees varies for new and continuing students. Please consult your BruinBill account for the 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% time, you become eligible for some or all of the remissions if two or more such apprentice appointments total 25% time or more. If this is the case, you must speak with your departmental administrator to ensure that a remission 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 an abandonment of the position and may result in termination of the apprentice position, denial of re-employment and/or other appropriate sanctions.

**Disclaimer:** *Should a student receive multiple fee/tuition awards for a given term, the university will apply a combination and/or a singular award deemed fit to cover application fee remission amounts which may include or exclude fee remission funding.*

### PERCENTAGE OF TIME - MAXIMUM HOURS

U.C. students may not be employed for more than 50 percent time during an academic quarter, in any single or combination of University titles, academic and/or staff, including University Extension unless authorized by the Dean of the student's school or College. Authorization forms are at <https://grad.ucla.edu/gss/appm/maxauth.pdf>. Percentages are figured on the basis of 100 percent = 40 hours per week. Students can be employed up to 100 percent during quarter breaks and summer. Go to <http://www.gdnet.ucla.edu/gss/appm/maxemploy.pdf> to see the maximum number of hours of employment that can be reported during months that include inter-quarter or summer periods.

### 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 is 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, contact the hiring unit human resources coordinator.

## TEST OF ORAL PROFICIENCY EXAMINATION (TOP)

Graduate students, 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. A student is exempt from this testing requirement if they have earned a prior undergraduate degree from an institution at which English was the sole language of instruction.

## 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 paying 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, including 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 1<sup>st</sup> 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 Apprentice Personnel (ASEs/GSRs) are eligible to receive an interest-free advance on their student funding ***provided they have an active UCPath appointment for the applicable term at the time of submission and submitted a properly completed application within the following periods:***

Fall 2022	September 12, 2022– September 28, 2022
Winter 2023	November 28, 2022 – December 7, 2022
Spring 2023	March 6, 2023 – March 29, 2023

The loan will be paid back through equal payroll deductions taken from the second and third paychecks of the academic quarter.

## 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. Please note that 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 the tuition and 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 financial aid who are subsequently eligible for remission benefits may experience a reduction in their 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 questions, please contact the Financial Aid and Scholarships Office at <https://www.financialaid.ucla.edu/contact-us>

## STATEMENT OF UNDERSTANDING

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 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. Serve no more than 12 academic quarters (4 years) in apprentice teaching titles;
5. Work 25% time during the applicable appointment period (maximum percentage time permitted);
6. Passed the TOP exam prior to being appointed under any teaching title if English is not my native language;
7. If appointed as a Teaching Assistant/Associate and/or Fellow, must be enrolled in a 375 course for the applicable terms appointed;
- a. If appointed as a Teaching Assistant/Associate and/or Fellow, must be enrolled in a 495 course ([Campus-Wide Ta Training Requirements](#)) for the applicable terms appointed;
8. 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 and must clarify with my hiring and/or home academic department(s) as to how much I need to cover each applicable term.

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 clarification.

UID	Print name	Signature	Date
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**For Hiring Department Use only**

I, the undersigned, used the [Academic Apprentice Hiring Checklist for Departments](#) to verify that the student meets the applicable appointment eligibility requirements marked below or has received an exception approval prior to offering the appointment.

Name of Dept. Personnel Administrator

Signature of Dept. Personnel Administrator

Date

3.0 cumulative GPA at the time of appointment or

**petition for exception approved**

TOP requirement met (Graduate Student whose native language is not English) prior to appointment or

**petition for exception approved**

No more than 12 academic quarters in academic student employee titles or

**petition for exception approved. The number of quarters in ASE titles** \_\_\_\_\_

375/495 course enrollment met