This document can be found on the UCPath website. [https://ucpath.uci.edu/user-type/transactional-users.html]

PURPOSE: Academic Student Employees are hired using two jobs. This job aid explains the job differences, how to hire them, and what data to use.

A concurrent "Work Department" job, along with the ongoing WOS job in the student's "Home Department", allows the grad student employee to smoothly transition in and out of different jobs and minimize future transactions.

Note: The Home Department and Work Department can be the same.

Home Department:	The "Home Department" is the department where the student is enrolled.
Grad students are Hired into their "Home Department" in a without salary (WOS) job. This job provides a placeholder so the grad student does not have to be terminated or rehired as they move from job to job.	
Position	Create/Update Position
Template	UC_FULL_HIRE_AC
Job Code	Job Code 003266"GSR –NO REM"
Comp Code	UCWOS
Salary Plan	Blank
FTE	0
Work Department:	The "Work Department" is the department that pays the student employee.
Paid graduate students are hired as a Concurrent. Contact the student's "Home Department" (if different), to ensure the student is eligible to work and does not have an active and/or future job.	
Position	Create/Update position
Template	UC_CONC_HIRE_AC or UC_CONC_HIRE
Job Code	Academic Student Employee (ASE Job Codes) or Student Job Code
Comp Code	Actual
Salary Plan	Actual
FTE	Actual