

Hiring Paperwork FAQs for Bi-Weekly Employees (Readers & Student Assistants):

1. Do I need to complete a hiring packet if I've been employed before?

Even though you may have taught in prior years, anytime you have been separated by the payroll system, you are required to fill out a re-hire packet in order to be employed. Also, if you did not work on campus for the past 4 months, the system automatically separates you and you will also be required to fill out a re-hire packet <http://summer.ucr.edu/onboarding.html>. Please note that the pdf form is fillable. Please print and complete your packet prior to the on-boarding session. For those unable to print, there will be packets available at the session.

2. What is my hire date?

SSA, SSC1, SSD and SSF is June 26th, SSB and SSE is July 31st, SSC2 is July 17th, SSC3 is August 7th

3. What do I do if I lost/misplaced my social security card?

Apply for a replacement card at the local Social Security Office, 7880 Mission Grove Parkway South, Riverside, CA 92508. Instructions will be given at the on-boarding session for those who have never had a social security card.

4. Do I sign the State Oath of Allegiance?

If you are a US citizen, all US citizens must sign the oath.
 The Oath form will be provided at the Onboarding Sessions.

5. If I am a nonresident alien what type of ID is required?

Passport, Visa, (F1 Visa requires the I-20 Form and J1 Visa requires the DS-2019 form) copy of Current I-94 or Permanent Resident Card (Green Card).

6. When do I get paid?

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| Session A | July 12 and 26 and August 9. | Session C3 | August 23, September 6 |
| Session B | August 23, September 6 and 20 | Session D | July 12 and 26, August 9 and 23 |
| Session C1 | July 12 and 26 | Session E | August 23, Sept. 6 and 20, Oct. 4 |
| Session C2 | August 9 and 23 | Session F | July 12, 26, Aug 9, 23, Sept 6, 20, and Oct. 4 |

7. When can I pick up my check?

Your paycheck will be available after 10am in the Summer Sessions Office located in the Surge Bldg., Room 361. The office is closed for lunch from 12-1pm and closed for the day at 4pm. Please bring picture ID with you. We will hold your check for two weeks. After two weeks, they will be sent to campus payroll and arrangements will need to be made for pickup.

8. When will I receive my appointment letter?

For those who are New Hires, your appointment letter will be electronically emailed to you after your appointment has been entered in to the payroll system.