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## Hired - ASE Appointment Vidal, Edgar

1 message

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ERSOStudentHiring@erso.berkeley.edu <ERSOStudentHiring@erso.berkeley.edu>

Mon, Jan 29, 2024 at  
8:53 AM

To: e.vidal8392@berkeley.edu

Dear Academic Student Employee

Vidal, Edgar (Faculty Adviser: Daniel Kasen) has been hired.

Appointment Begin Date: 01/09/2024

Appointment End Date: 05/10/2024

Assignment: PHYSICS C161

Title code: 002851

Appointment Percent: 20

Your appointment has been successfully initiated in the UC Path System. Please allow the system 3-5 business days to recognize you before taking the actions detailed below. If your start date has not passed, you will not have access to the systems until your start date, at the earliest.

NOTE: If you've received this email it means that you either completed hiring paperwork or weren't required to complete hiring paperwork.

### Reader and Tutor Timekeeping:

**All Readers and Tutors must submit electronic timesheets in order to be paid. This process has changed, so please read the following instructions carefully:**

Hourly employees are paid every other week unless you hold another appointment that is paid monthly and pay is generated by submission of an electronic timesheet. Please follow the steps below in order to be paid:

- **Use this link:** <https://caltime.berkeley.edu/> and click the blue access button to record hours worked each day for the current period prior to the deadline in order to be paid on time. It may take up to 6 business days from the date you receive this email before you are able to access the CalTime system.
- The CalTime system will notify you of deadlines via email.
- Instructions for using the system are available here: <https://caltime.berkeley.edu/reader-and-tutors>.
- You must report time for each pay period before it ends. If you do not, you will be required to complete additional timekeeping paperwork, and your pay will be delayed.
- Your supervisor is responsible for making sure your hours are reported timely and accurately. Tell your supervisor right away if you forgot, are unable, or need help with reporting your hours.
- **Important if you have multiple jobs requiring Caltime reporting:** If you hold another appointment on campus that utilizes CalTime, you will need the "Friendly Name" assigned to your particular job, and will enter it when reporting time. You can locate the "Friendly Name" here: <https://fn.berkeley.edu/>
- If you need technical support with the CalTime application, contact the CalTime Help desk by phone (510-664-9000, options 1-1-4) or email: [caltime@berkeley.edu](mailto:caltime@berkeley.edu).
- Contact [ersopayroll@erso.berkeley.edu](mailto:ersopayroll@erso.berkeley.edu) with questions about the system and paychecks.

Once you submit your time, your supervisor will receive an automatic email notifying them that the online time record is ready for their approval.

### TA Timekeeping:

TA's and their supervisors have begun using CalTime, Berkeley's automated timekeeping system, to record their leave usage. They will record leave taken only as needed each month.

Additional Information

- Please review the [Frequently Asked Questions](#)
- Learn more at [caltime.berkeley.edu](http://caltime.berkeley.edu)
- Watch a [video](#) about CalTime for Exempt Employees

### **Important Information Regarding Working Outside of the US:**

UC expects employees to conduct work within the United States. Due to compliance restrictions, we cannot allow individuals in this job title to work outside of the US. If you will not be located in the US while working in this job please [ersostudenthiring@erso.berkeley.edu](mailto:ersostudenthiring@erso.berkeley.edu) so that your appointment can be canceled.

### **Important Union Information:**

Your position is a part of the Academic Student Employee Unit (BX) which is represented by the UAW union.

Any questions regarding this should be directed to [uaw2865@uaw2865.org](mailto:uaw2865@uaw2865.org) or 510-549-3863.

### **Important Action Items:**

**UCPath Online Service Portal** - <https://ucpath.berkeley.edu/home>

*This is a UC online 24hr portal for Employee Self-Service, an employee has the ability to view and update Personal, Payroll, and Benefits information.*

**Please take the following actions in the UC Path System:**

#### **Online Patent Acknowledgement**

The patent acknowledgement is required online document for all. To sign the patent acknowledgement, please log in to UCPath: <https://ucpath.universityofcalifornia.edu/home> and use the navigation in the sidebar: Employee Actions > Personal Information > Patent Acknowledgement.

#### **Direct Deposit**

You may need to enroll or re-enroll in Direct Deposit, in order to confirm follow these instructions:

- 1) Go to <https://ucpath.berkeley.edu/home>
- 2) Use the navigation in the sidebar: Employee Actions > Income and Taxes > Direct Deposit
- 3) Follow the instructions to set up the direct deposit. You will need account number, routing number, and social security number.

If Direct Deposit is not set up (or re-established), your paychecks will be set to the home address that is listed in UC Path.

#### **Taxes**

##### **US Citizens and Permanent Residents:**

If you wish to update your Federal and State withholdings (default is 0), you can use the online portal, [UCPath](#) and use the navigation in the sidebar: Employee Actions > Income and Taxes. Select CA State W-4 (DE-4) to update your state withholdings and select Federal Withholding (W-4) to update your federal withholdings.

##### **International:**

If you are international, you will follow the instructions above. GLACIER is a secure, web based non-resident alien tax compliance system that will help you determine your tax residency, withholding rates and income tax treaty eligibility.

If you don't have a GLACIER record, one will be created for you and you'll receive an email from [support@online-tax.net](mailto:support@online-tax.net) with your temporary username and password as well as instructions on how to log in to the system. Once you complete your GLACIER tax record you will need to print, sign, date and submit the forms to the address listed on the tax summary page. Those forms are due within 30 days of receiving the GLACIER email.

If you already have a GLACIER record, you will not receive an email. Please be sure to log in and update your record, if necessary.

##### **Working outside of California:**

Follow instructions found here: [https://drive.google.com/file/d/1FHu3KvtCIVKse\\_U1\\_f3BemUVInp7pOM2/view?usp=sharing](https://drive.google.com/file/d/1FHu3KvtCIVKse_U1_f3BemUVInp7pOM2/view?usp=sharing) to set up your tax withholdings in UC Path.

#### **Important Pay Information**

If Direct Deposit is not setup (or re-established), your paychecks will be sent to the home address you provided when completing your hiring paperwork or, if completing hiring paperwork was not necessary, the home address that is in our HR system.

We recommend that you view your earnings statement after every check. To do so, log in to UC Path and use the navigation in the sidebar: Employee Actions > Income and Taxes > View Paycheck.

### Personal Information in UC Path

**Confirm that your name appears correctly, that your address is correct and add emergency contact information:**  
<https://ucpath.universityofcalifornia.edu/personal-information/personal-information-summary>

### Voluntary Self Identification Information:

As an equal opportunity employer, we would appreciate if you provided the following information on your UC Path record. This is not required.

Veteran Status: <https://ucpath.universityofcalifornia.edu/personal-information/veteran-status>

Disability Status: <https://ucpath.universityofcalifornia.edu/personal-information/disability-status>

Gender Identity: <https://ucpath.universityofcalifornia.edu/personal-information/gender-identity-sexual-orientation>

### Electronic W-2

This cannot be done until after your first paycheck. If this is not completed, your W2 will be mailed to you. To enroll, log into UC Path and use the navigation in the sidebar: Employee Actions > Income and Taxes > Enroll to receive online W-2.

### Up-to-date Email Address

Please update your email address in the CalNet Directory (if applicable), as this is the email address Team 2/ERSO uses for employment and payroll communications.

### Off-Campus VPN Connection Requirement

In order to access campus systems when you're off-campus you must first establish a VPN connection. Information and instructions can be found here: <https://software.berkeley.edu/cisco-vpn>

### Important Benefits Information

If this appointment (or combination of appointments) totals 75% or more for at least 3 months you may be eligible for CORE health insurance. This coverage is a very high deductible catastrophic coverage only plan and has a higher deductible than your SHIP insurance, so most students will likely decline coverage, but it is available to you. However, you cannot be enrolled in both SHIP and CORE. Dropping SHIP coverage may incur a penalty and you would not be eligible to re-enroll until the next open enrollment. In addition, coverage through staff insurance is predicated upon you maintaining your appointment at 75% or more. Note: There is no cost for CORE coverage. More information about this plan can be found here: <http://ucnet.universityofcalifornia.edu/compensation-and-benefits/health-plans/medical/core.html>.

**Please note that you only have 31 days from the date that your 75% or more appointment(s) begins to enroll in CORE.**

If you have any questions **please do not reply to this email**. Instead, contact Wells Fargo Student Insurance at (800) 853-5899 or [studentinsurance@wellsfargo.com](mailto:studentinsurance@wellsfargo.com).

If you would like to enroll, please contact [ERSOStudentHiring@erso.berkeley.edu](mailto:ERSOStudentHiring@erso.berkeley.edu).

### DCP Retirement Plan Deductions

You may be subject to mandatory deductions from our defined contribution (i.e. retirement) plan. You will **NOT** see those deductions if you are a student who meets the following two requirements:

1) Are registered and enrolled in at least a half time course load (6 units or more) **AND**

2) Are appointed and working less than 80%. You can find more information here: <http://ucnet.universityofcalifornia.edu/forms/pdf/retirement-savings-program-information-for-safe-harbor-participants.pdf>

Please be sure to check your pay stubs or online earnings statements to see whether or not these deductions are coming out of your paychecks. **If they are, there is an important action you will need to take in the future.** Fidelity will send

you an email once we've terminated your appointment; please note that there is no timeline for this and it will typically not correlate to your appointment's end date. The email instructs you to roll the money over into another type of retirement account and you have a month to do so. If you don't take that action within that time frame, they will mail you a check for the money you contributed and you will lose about 40% of the contributions to taxes if you are not of retirement age. **Once this happens, it cannot be undone**

**Employment Verifications:**

Beginning April 27, 2023 all student employees' records will be changed to automatically opt into being included on the file sent to Equifax used by The Work Number (TWN) for employment verification. More information regarding this, as well as instructions to opt out are available here: <https://ucpath.berkeley.edu/employment-verification>

If you have any questions or concerns, please let us know.

We wish you the best in your new position.

Thank you,

ERSO Student Hiring Team