



Academic Apprentice Hiring Checklist for departments

Use this checklist when hiring title codes: 2850, 2852, 2288, 2860, 2510, 2861, 2310, 1501, 1506, 2300, 3276.

For more detailed information, consult the [Academic Apprentice Personnel Manual for Departments](#).

1. Offer Apprentice Position

(does not apply to title code 3276)

Give the student:

- the Initial Appointment Letter (have them sign it)
- the Supplemental Appointment Letter

2. Determine Eligibility

The student must:

- have no more than 12 quarters as a TA, and no more than 18 quarters total as a TA or GSR
- have at least a 3.0 GPA
- be enrolled in 12 units
- have less than 50% aggregated appointments
- be a U.S. citizen, a native-English speaker, or pass the Test of Oral Proficiency (TOP) in order to be a TA

If necessary:

- Arrange for the student to take the [TOP](#) through the Office of Instructional Development and validate their score.
- [File for an exception](#) to the policies above to the Dean of the Graduate Division at least three weeks in advance of the hire date. If no exception has been granted, the appointment can't start.

3. Start the Hiring Process

- Establish step/level of appointment based on experience and units (chair/dean decision).
- [I-9](#) verification
- [Oath and Patent Form](#)
- Have student sign the [Academic Apprenticeship Statement of Understanding](#). Give the student a copy and keep a departmental copy in a central file.
- Provide student with the [UAW Local 2865 Membership Election Form](#). (Title codes: 2850, 2852, 2288, 2860, 2510, 2861, 2310, 1501, 1506, 2300)
- [W-4 Form](#). (Also let international students know about extra withholding on each paycheck.)

- Complete the [Initial Glacier Information Form](#)
 - Give a copy to the student
 - Send copy to payroll
- Enter the student's appointment in EDB.
- Send the [Fee Remissions Roster](#) to the Graduate Division Student Support Office to pay fee remissions. Check FAM screen 320/518 to ensure you are correctly altering existing remissions from another department "sharing" the apprentice.

4. Check Student Status & Units

- Make sure that the student status and units are accurate and be sure to check status and units for each student after Third-week interface. You can check this via [Document Direct](#), then select

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PPP1311D EMP NAME WITHIN  
RETIREMENT/FICA WITHIN HOME DEPARTMENT
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5. Tell the Student about their Additional Benefits:

- TA Advance Loans (for teaching apprentices, title codes 2310, 1506, & 2300)
- Fee deferral for apprentices. Remind them of the payback date and late fees associated with missed payment.
- Parking deduction (if eligible)

6. Courtesy Notices to Apprentices

- When gathering the student's address, verify that s/he has the same address on SAD screen in Student System. Let the student know that Payroll address is distinct and that URSA Online will allow address change on student side only.
- Check disposition: tell the student about the difference between Surepay for Payroll and BruinDirect for BAR fellowship/refunds.
- Give TAs a copy of the [TA Handbook](#). (Title codes: 2310, 1506, 2300)