

Today's Topics:

1. Policy regarding physical presence for academic year hires and rehires (Harrison, Eugene)

Date: Thu, 23 Jun 2011 13:02:13 -0700

From: "Harrison, Eugene" <eharriso@finance.ucla.edu>

To: "payroll-news@lists.ucla.edu" <payroll-news@lists.ucla.edu>

Subject: [payroll-news] Policy regarding physical presence for academic year hires and rehires

The newsletter distributed on May 26, 2011 titled "Policy regarding the New Hire or Rehire of Academic Year Faculty" has been withdrawn at the request of the UC Office of the President. Until further notice, the campus will revert to the previous practice regarding hire dates for academic year appointments and the use of the Physical Presence for their I-9 completion.

We are sorry for the inconvenience the previous newsletter may have caused.

For questions regarding this newsletter, please contact May Nishiyama at (310) 206-8004 or the Payroll Services Hot Line at (310) 794-8752.

End of Payroll-news Digest, Vol 78, Issue 7

From: payroll-news-bounces@lists.ucla.edu [mailto:payroll-news-bounces@lists.ucla.edu] **On Behalf Of** Harrison, Eugene
Sent: Thursday, May 26, 2011 1:44 PM
To: 'payroll-news@lists.ucla.edu'
Subject: [payroll-news] Policy regarding the New Hire or Rehire of Academic Year Faculty

The Academic Personnel Office and Payroll Services recently received the following interpretation of policy regarding the hiring and rehiring of Academic Year appointees:

“...newly hired faculty members who go on the payroll on July 1st do actually perform services prior to September, and there are employment-related documents and policies that relate back to the July start date. For example, the tenure clock begins on July 1st, in addition to benefits and retirement coverage. Also, newly hired faculty must prepare for classes to begin in September, which entails performing work prior to September for purposes of course preparation. The faculty would most likely continue their research during this time as well, since every faculty member’s appointment includes the conduct of research. So, while a professor’s official teaching may not start until September, the individual would be performing many services on behalf of the University prior to that time.”

As a result of this interpretation, all Academic Year faculty appointees, hires and rehires, are required to complete the Form I-9 and Oath and Patent Acknowledgement on or before July 1, beginning with 2011. The former practice of obtaining signature on or before the first day of the service period and using the First Day of Physical Presence on the I-9 Form is no longer feasible.

If departments have already entered appointments for this July, but have not yet received completed I-9 forms and Oath and Patent Acknowledgements from these appointees, please arrange to have these forms completed on or before July 1, 2011. You may use the Remote Hire Notary Notice for Employees Not at UCLA found on Forms page of the Payroll Services Portal page.

For questions regarding this newsletter, please contact May Nishiyama at (310) 206-8004 or the Payroll Services Hot Line at (310) 794-8752.