

From: [Grad Employment](#)
To: [Dean of Grad Ed & Postdoc Affrs](#)
Subject: Utilizing the IA System to Match PID for Student Employees
Date: Monday, February 26, 2024 12:11:09 PM

MONDAY, FEBRUARY 26, 2024

TO: GENERAL CAMPUS ASSISTANT DEANS
GRADUATE COORDINATORS
GRADUATE STUDENT EMPLOYMENT STAFF
DEPARTMENT BUSINESS OFFICERS
PROGRAM MSOS
LABOR RELATIONS
ASSISTANT VICE CHANCELLOR FOR HEALTH SCIENCES ADMINISTRATION
ASSISTANT DEAN OF MEDICAL EDUCATION
ASSOCIATE DEAN FOR BUSINESS AFFAIRS, SCHOOL OF MEDICINE
ASSOCIATE DEAN FOR BUSINESS AFFAIRS, SCHOOL OF PHARMACY
ASSOCIATE DEAN FOR BUSINESS AFFAIRS, SCHOOL OF PUBLIC HEALTH
HEALTH SCIENCES LABOR RELATIONS
EXECUTIVE DIRECTOR, HEALTH SCIENCES ACADEMIC ADMINISTRATION
DIRECTOR, HEALTH SCIENCES ACADEMIC RESOURCE CENTER
SIO CHIEF ADMIN OFFICER

FR: TIFFANY SWIDERSKI, Director, Graduate Student Financial Support

SUBJ: Utilizing the IA System to Match PID for Student Employees

Good afternoon -

I write today to let you know that in the coming weeks, the IADMS ([Instruction Assistant Data Management System](#))*, commonly referred to as the "IA System", will begin sending action requests to hiring units with student employees whose records are missing critical information - specifically, the student's Personal Identification Number (PID).

The system will generate this message for student employees, in BR/BX job codes, for whom a matching student record cannot be established. The message will be sent to the IA or GSR Administrator (i.e. the graduate coordinator or financial support coordinator) affiliated with the appointing department in the IA System. A copy of the message template is included below for your reference. Additionally, a list of student employees that are missing PID will be available directly within the IA System.

There is no action for you to take at this time, however, we wanted to both bring to your attention and share with you the positive impact of taking this action.

There are multiple processes around student employment which rely on matching employee and student records, including:

- Tuition remission payments and cost distribution to salary funding sources
- FICA/DCP payroll deductions
- Determining academic eligibility for financial support, and related reporting

These matches are created using a combination of PID and Social Security or Individual Taxpayer Identification Numbers (SSN or ITIN). Automated matching is utilized where possible, but mismatches can still occur for a small handful of reasons. As a first step toward reconciling these discrepancies, collecting the PID from a UC San Diego staff member who is able to confirm the student's information reduces the manual intervention required by ITS for missing records.

Providing the PID in the IA System will not resolve all identity mismatches or process defects; rather, it will help expedite the fix to one of the most common issues. In the future state, collecting PIDs will help to identify mismatches at the SSN/ITIN level, and facilitate targeted messages to students who need to take action to correct their SSN or ITIN in UCPATH or ISIS systems.

We greatly appreciate your assistance in responding promptly to these requests for action in the IA System.

Please reach out to grademployment@ucsd.edu if you have any questions or encounter errors in the IA System.

Thanks,
GEPA Financial Support Unit

**IADMS (Instruction Assistant Data Management System), commonly referred to as the "IA System", is a recruitment portal for TA, Reader, Tutor, UGIA, and Associate-In positions (also referred to as IA - Instructional Assistant - positions). Effective Fall 2023, the process of creating assignments and issuing offer letters for Graduate Student Researches (GSRs) is also handled via the IA System. See also: [So You Want to Hire a Graduate Student](#)*

Copy of the message template:

To	IAs: IA System Admin; GSRs: GSR System Admin; Neither: HR Contact
Cc	
Bcc	
Subject	ACTION REQUIRED: Student Employee Missing PID [Employee Name]

The employee listed below has an appointment in a student title in UCPATH, but has not been matched to a student record in the Employee Activity Hub.

Name: LastName, FirstName
Employee ID: 99999999
Hiring Unit: XXXX Graduate Program
Title: 003### - GSR-TUIT & FEE REM
Effective Date: ##/##/2023
Expected End Date: ##/##/2024

WHY IS THIS IMPORTANT?

Linking the employee and student records allows the University to audit mismatched social security/ITIN numbers in UCPATH and ISIS. When these two entry points do not match, students have erroneous deductions taken from their paychecks, and may receive 1098-T documents that do not reflect their true tax identifier. Taking this action in a timely fashion may also help avoid tickets to UCPATH Center.

WHAT YOU NEED TO DO

Please review the record [here] and link this employee to their student record. Once the link has been made, the student will be linked to their UCPATH employee records in campus systems.

You may confirm their identity in the following ways:

1. Work with the appropriate hiring official or graduate coordinator in your department
2. Work with student employee to confirm PID via campus ID card
3. Work with the student's academic home department to confirm PID
 - o [Graduate Degree Programs List](#)
 - o [Undergraduate Majors & Programs](#)
 - o [HR Contact List](#)

After matching the employee and student records, please work with the student to update their data in the applicable systems(s). More information for how to take corrective action can be found at the following URL: [Updating Student & Employee Personal Data](#).

You may view the full list of student employees without matching student records (if any) for your unit at the following URL:

<https://academicaffairs.ucsd.edu/Modules/ASES/Admin/Reports/MissingPIDs.aspx>

Thank you for your prompt attention to this matter.

Please contact grademployment@ucsd.edu if you have any questions about this process.

--

You received this message because you are subscribed to the Google Groups "grademp-l" group.

To unsubscribe from this group and stop receiving emails from it, send an email to grademp-l+unsubscribe@ucsd.edu.

To view this discussion on the web visit

https://groups.google.com/a/ucsd.edu/d/msgid/grademp-l/CAJgW05EaQuzKHc31%2B3adNMkgdmxA9xtE0_7SYXQscbtAjCrg6A%40mail.gmail.com.