

Student Hire Checklist

1. AD account/Business Access Systems.
 - a. Access issues- report to supervisor- 1st, ITS-2nd, and HR rep.- 3rd
 - i. ITS #- (858) 246-4357 Email: servicedesk@ucsd.edu
2. [SSO- Single Sign on](#)
3. [UC Path](#)- <https://ucpath.ucsd.edu/self-service/first-time.html>
 - a. Update personal Information
 - b. Sign up for direct deposit (preferred)
 - c. Update W-4's
4. [Ecotime \(Campus Timekeeping\)-](#)
<https://blink.ucsd.edu/sponsor/hr/divisions-units/data/hr-payroll/timekeeping/ecotime/index.html>
 - a. Daily hour entries (Set Reminders)
 - b. Multiple Appointments (more than 1 campus position)
 - i. Approval from supervisor recommended.
5. [Payroll Calendars](#)
 - a. Timekeeping deadline
 - b. **Will not be paid if not submitted by payroll deadline**
6. [FAQ's for first time UC Path users](#)
7. Any questions- Please email colleges@ucsd.edu and your HR Coordinator will assist you.

UC San Diego
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