



Personnel Office

Donald Bren School of Information and Computer
Science

Payroll Job Codes

Donald Bren School of Information and Computer Science

Graduate Student Researcher (GSR)

- Exempt payroll status (no timesheet required)
- Paid monthly – check date is the 1st of the each month
- Appointment may be up to 50% time

Teaching Assistant (TA)

- Exempt payroll status (no timesheet required)
- Paid monthly – check date is the 1st of the each month
- Appointment may be up to 50% time

Reader or Tutor

- Non-exempt payroll status (timesheet required in TRS)
- Paid biweekly – check dates vary, please see biweekly payroll calendar
- Appointments between 25%-50% depending on the course's workload

Timesheet Information

How to fill out a timesheet

- [Video](#)

PDF instructions for filling out timesheets

- [TRS Employee Reference Guide](#)

TRS FAQs

- [FAQs](#)

Timesheet Deadlines

- [TRS Calendar](#)

Pay Cycle	Begin	End	5PM Employee Deadline	12PM Supervisor Deadline	12PM DTA Deadline	Payday
B2	12/26/2021	01/08/2022	Jan 07, 2022 (Friday)	Jan 10, 2022 (Monday)	Jan 11, 2022 (Tuesday)	01/19/2022
B1	01/09/2022	01/22/2022	Jan 21, 2022 (Friday)	Jan 24, 2022 (Monday)	Jan 25, 2022 (Tuesday)	02/02/2022
B2	01/23/2022	02/05/2022	Feb 04, 2022 (Friday)	Feb 07, 2022 (Monday)	Feb 08, 2022 (Tuesday)	02/16/2022
B1	02/06/2022	02/19/2022	Feb 18, 2022 (Friday)	Feb 21, 2022 (Monday)	Feb 22, 2022 (Tuesday)	03/02/2022
B2	02/20/2022	03/05/2022	Mar 04, 2022 (Friday)	Mar 07, 2022 (Monday)	Mar 08, 2022 (Tuesday)	03/16/2022
B3	03/06/2022	03/19/2022	Mar 18, 2022 (Friday)	Mar 21, 2022 (Monday)	Mar 22, 2022 (Tuesday)	03/30/2022

Example Biweekly Payroll Deadlines

Direct Deposit

- **Most efficient and quickest way to receive your pay**

- If you do not sign up for direct deposit, your check will be mailed to your address of record within the UCPATH system 5 business days after the paycheck date
- Please update your home address in UCPATH to ensure the check is delivered to the correct address
- Updating personal information – [Instructions](#)
- [UCPATH Instructions](#)
- If the transition process hasn't finalized by the time their next payroll cuts, the employee will receive a paper paycheck that will be mailed the day before payday to their home address on record.
- *The transition process can take up to 2 pay periods to officially update.*

COVID-19 Campus Updates

- [Graduate Division Information For Students](#)

How to report a possible case

- Call 949-824-9918 or email covid19@uci.edu

- [Working Well Symptom Check](#)

- Required for all UCI employees and students
- Daily app, email, or phone check-in
- Compliance will be monitored on a regular basis

UCI Wellness Resources

- [Virtual Wellness](#)

ICS Personnel Staff



Casey S. Wong, Director

- Directs academic and staff personnel actions
- Serves as a labor relations contact for the offices of Academic Personnel Graduate Division and Campus HR

Janine Magpusao, Staff Personnel Manager

- Manages recruitments and personnel processing for DBSICS

Angela Castillo, Lead Payroll Analyst

- Handles payroll escalation cases

Yvette Cruz and Stephen Choi, Payroll Analysts

- Manages payroll and timekeeping for the academic units

Wellness Resources UCI Campus

- Center for Student Wellness
- Students with Families – campus resources
- Back-up Family Care – Bright Horizons
- FRESH - Basic Needs



Thank You!