

VI-19
PAYROLL FORMS
(Revised 05/02 03/13)

Departments and Organized Research Units have the responsibility of preparing all Payroll forms for new employees. The chart on VI- 21 summarizes the forms necessary for each type of new hire.

OATH OF ALLEGIANCE & PATENT ACKNOWLEDGMENT

Departments have the responsibility to assure that all persons who use University facilities under their sponsorship (whether or not that person receives compensation) are properly covered by workers' compensation Insurance and that the University's interests are protected.

Persons who are entered into the payroll system and sign the Loyalty Oath are officially considered employees and thus are covered by the University's worker's compensation Insurance. All those who are on campus for more than 2 weeks must be appointed to an appropriate academic title, entered into the payroll system and must sign the Loyalty Oath (except aliens) and Patent Acknowledgment .

Graduate students who are engaged in extramurally funded research projects, whether compensated or not, must also sign the University's Patent Acknowledgment, as must consultants who work in an advisory capacity with University people engaged in extramurally funded research. In other words, all who use UCSB research facilities, whether or not receiving compensation, whether or not actually employed must sign a University Patent Acknowledgment. The Patent Acknowledgment should be retained in the departmental files for 5 years for those individuals who are not employed. For those who execute the employment forms, the Patent Acknowledgment is attached as part of the documentation required for the appointment process.

EMPLOYMENT ELIGIBILITY FORM (I-9)

Each new employee must show evidence that they are eligible to be employed in the United States. It is the Department's responsibility to determine the status of employees. The I-9 form must be completed on or before the first day of actual work. For 9/12 employees the form must be completed on or before the first day of the quarter of initial employment. Questions concerning visa and citizenship status should be directed to the Office of International Students and Scholars at extension 2354.

VISITOR LETTER FOR WITHOUT SALARY RESEARCH APPOINTMENTS

For those appointments that are without salary and do not require a payroll appointment be processed (see Red Binder VI-21), a visitor letter must be submitted, along with a signed Patent Acknowledgment to the Vice Chancellor for Research. This letter will provide sufficient justification for Workers Compensation claims and will establish eligibility for library, parking, and UCSBnetID based privileges for the individual. See sample letter, Red Binder VI-20.