

Draft language to include in Remote Agent Instructions

Section two should be completed for <Firstname Lastname> within three days of September 1st, 2014.

<Firstname Lastname> is hired as an academic year faculty member. Academic-year faculty are hired as of July 1 but they are not required to render service until the start of the fall quarter. Per University of California (UC) policy, academic-year faculty are eligible in advance of service for salary and benefits effective July 1.

The form I-9 "hire" date is triggered by pay or work. <Firstname Lastname> will not perform any work for the University during July or August and will receive her first paycheck on 9/1/2014. Therefore, the Form I-9 for <Firstname Lastname> must be completed within three days of 9/1/2014.

Please note that the system generated date will display 7/7/2014 however the actual completion due date for <Firstname Lastname> is within three days of 9/1/2014. If you have any questions UC Policy, please contact us at the phone or email address below.

Draft Language to include in AY Faculty Remote Employee's email instructions.

You are hired as an academic year faculty member. Academic year faculty are hired as of July 1 but are not required to render service until the start of the Fall Quarter. Per University of California (UC) policy, academic year faculty are eligible in advance of service for salary and benefits effective July 1.

The form I-9 "hire" date is triggered by pay or work. You will not perform any work for the University during July or August and will receive your first paycheck on 9/1/2014. Therefore, your Form I-9 must be completed within three days of 9/1/2014.

Please note that the system generated date will display 7/7/2014 however, the actual completion due date for your I-9 is within three days of 9/1/2014. If you have any questions regarding UC policy, please contact us at the phone or email address below.