How to Generate a Student Employee Registration Report

1. Access the Reports Dashboard at https://bah.ucsd.edu; locate the Student Employee Registration Report listed under Human Resources Reports.

2. To generate a report for your VC Area, select the appropriate VC Area.

3. To generate a report for a department by searching with the department code, enter the department code in the search field; click the search icon or click Enter.
To search a department with the department name, keep “Case Insensitive” checked; select “Contain any of these key words”; enter a key word from the department name in the search field; click the search icon or click Enter to return results.

*If searching by department’s name, you must enter the department’s name exactly the way it appears in UCPath.

4. Check the box in front of the department code and then click the right arrow to select the department.
5. Check to select all student registration status; check “Active” for HR Status; Check “Student: Casual/Restricted Employees - 5” for Employee Class; click “Run” to generate the report.

6. If you would like to view all currently active student employees that may have work-study award, select the current year option for Work-Study Award Academic Year and then click Run to generate the report.

7. How to Read the Data in the Report

Once the report is generated, you will see one of the following results for “Student Registration Status”.

**UN Student** – Registered as an undergraduate student

**GR Student** – Registered as a graduate student

**Not Registered** – Not registered OR withdrew. This is when the department needs to go into ISIS to review and determine if the student is truly not registered or withdrew. If it’s withdrew, the department needs to contact SEO for the percentage. Only when a student withdrew and received 100% refund of the student services fees, does the student have to stop working effective immediately.

**Null (SSN Mismatch and/or Not Registered)** – this also requires the department to investigate in ISIS and UCPath to determine if the student is registered or not; and/or if there is a SSN mismatch.
*Important:

If a student is not registered or if a student has received 100% refund of the student services fees, the student must stop working effective immediately. The department must notify the supervisor and the student; department to submit termination transaction and request final wages if needed.

If a student is showing “Null (SSN Mismatch and/or Not Registered)” as the registration status, please research in ISIS and UCPath to determine if there is a SSN mismatch; please verify in ISIS the student is registered for the quarter; for any issues, it is the department’s responsibility to research and resolve them.

If “Identity Student PID Current” field in the report is blank, it’s likely due to a SSN mismatch.

If you noticed any discrepancies, please research and resolve.

Tips:

If you would like to check on one or a few selected students’ registration status, work-study information, position information, etc., you can use the student’s name, UCPath Empl ID or PID to search for the student.

To search a student by name, PID or UCPath Empl ID, keep “Case Insensitive” checked; select “Contain any of these key words”; enter the name, PID or UCPath Empl ID in the search field; click the search icon or click Enter to return results.