

How do I apply?

Go to our jobs site: jobs.ucop.edu and apply to the posting TEMPORARY ADMINISTRATIVE POSITIONS

What is your application process?

The TOPS Recruiter reviews all applications for appropriate years of experience and skills. Selected candidates are phone screened by the TOPS Recruiter. If candidates progress to the next step, TOPS Recruiter completes a references check and may administer software assessments for typing skills, MS Office and other programs when required.

Background checks are conducted for all positions.

What qualifications are you looking for?

We are looking for applicants with any one or combination of the following skills and experience.

- 2+ yrs. of Administrative experience
- UC Experience
- Word Processing training/experience

What types of jobs do you offer?

- Administrative/Clerical
- Financial/Accounting
- Customer Service
- Entry Level Professional
- Analysts

What salaries do you offer and when are your employees paid?

TOPS employees are paid bi-weekly and pay rates are based on the classification of the position. The majority of our positions are administrative and pay will vary according to job classification (generally \$21.00 - \$30.00 per hour, depending on the assignment). <http://www.ucop.edu/local-human-resources/your-career/compensation/salary-and-pay.html>

Do you provide Benefits for your TOPS employees?

TOPS employees may be eligible to receive benefits such as vacation and sick leave, Core (Catastrophic Illness) or Mid-level Medical Insurance, Life Insurance, Accidental life and dismemberment Insurance, and Holiday Pay. Eligibility varies based on the length of the TOPS assignment.

- 0-3 month assignments: Core Coverage, sick leave accrual, and holiday pay
- 3-6 month assignments: Mid-level benefits, sick leave accrual, and holiday pay
- 6 month + assignments: Mid-level benefits, sick leave and vacation accrual, and holiday pay

Vacation is accrued at a rate of .057692/hour and sick leave accrues at a rate of .046154/hour for TOPS employees with 5 or fewer years of service.

What is included in Mid-Level Benefits?

- [Choice of medical plans](#) (dental and vision plans not included)
- [Legal](#) Insurance
- [Life insurance](#)
- Tax-savings programs:
 - [Tax Savings on Insurance Premiums \(TIP\)](#)
 - [Health Flexible Spending Account](#)
 - [Dependent Care Flexible Spending Account](#)

What is included in Core Benefits?

[Core catastrophic medical plan](#)

What is a PIE (Period of Initial Eligibility)?

You may hear other employees referring to a PIE or Period of Initial Eligibility. This term refers to the 30 day period between becoming eligible for Mid-level or higher benefits and the date you must enroll in benefits. For career employees, the PIE begins on their date of hire, but this is often not true for TOPS employees. The TOPS Recruiter will contact you to let you know when your PIE starts, but the rule of thumb is that TOPS PIE begins on the date they become eligible for Mid-level benefits. To calculate the dates of your PIE, you can use the calendar at this link <http://ucsfhr.ucsf.edu/apps/pie.php>

Where can I find information regarding Safe Harbor?

To satisfy state and federal requirements, certain UC employees (including TOPS floaters) who are not otherwise covered by a retirement system are required to contribute to the UC Defined Contribution Plan (DC Plan) in lieu of paying social security taxes. The DC Plan is qualified under section 401(a) of the Internal Revenue Code. Participation in the DC Plan is mandatory as a condition of employment. More information can be found at [Safe Harbor](#).

What retirement benefits am I eligible for?

TOPS employees are not eligible to participate in the [UC Retirement Plan](#) (UCRP) which is our traditional pension plan. However, you are eligible to participate in any of our UC Retirement Savings Programs listed below. The UC Retirement Savings Program offers a convenient, tax-advantaged way to save for retirement. The Program consists of:

- **Tax-Deferred 403(b) Plan**
- **457(b) Deferred Compensation Plan**
- **Defined Contribution Plan**, which consists of the Pretax Account for mandatory contributions ([Safe Harbor](#)) and the After-Tax Account for voluntary contributions and the taxable portion of rollovers from other employer plan .

Where do I find my electronic pay stubs, W-2 and benefit enrollment details?

Visit the UCPATH employee portal to access your personal information Visit the link: [UCPATH portal](#)
If you need to contact the UCPATH Center, please log in to the UCPATH portal and submit a question by clicking on the “Ask UCPATH Center” button. You can also call 855-982-7284 (Monday–Friday, 8 a.m.–6 p.m. PST) to speak with an associate. <https://atyourserviceonline.ucop.edu/ayso/>

How do I request employment verification?

Visit the UCPATH employee portal to access your personal information at this link: UCPATH portal ucpath.universityofcalifornia.edu

Where do I find my sick and vacation accrual balance?

This information can be found on your Dashboard in the UCPATH employee portal
Log into the link here: personal information at this link: UCPATH portal ucpath.universityofcalifornia.edu

When is my timesheet due?

TOPS employees are timesheets are due by noon the Monday following the end of the pay period through the Time Reporting System (TRS). The bi-weekly pay period information can be found here <https://trs.it.ucla.edu>

Where do I record my time?

TOPS employees in non-exempt positions will record and submit their timesheets through TRS <https://uctrs.it.ucla.edu/> under the Office of the President tab.

When will I be paid?

TOPS employees are paid bi-weekly. Please see the bi-weekly payroll information found here: <https://www.ucop.edu/ucpath-center/files/mypath/calendar/payroll-calendar-bw-2020.pdf>

What holidays does UCOP observe?

Please refer to the holiday schedule found here: <https://www.ucop.edu/local-human-resources/op-life/holiday-calendar.html>

What do I do if my supervisor is not here to approve my timesheet?

Please let the TOPS Recruiter know so they can approve your timesheet for you.

What do I need to do if I am out sick or have an unexpected absence?

If you are out sick or have an emergency situation, it is our expectation that you contact both your supervisor and the TOPS Recruiter. If you lose their contact information, you can find it by visiting www.ucop.edu, clicking on the People link next to the search field and searching by name, department or title.

My badge has expired but my assignment isn't over. How do I get a new badge?

Contact your TOPS Recruiter so they can reactivate your badge.

My assignment is over but my supervisor wants me to continue to work. What do I do?

When your supervisor asks you to work beyond the end date of your assignment, ask them to speak to the TOPS Recruiter. We will need to extend your assignment and badge to reflect your continued employment. Failure to inform the TOPS Recruiter of your extension can result in log in, badge and payroll issues.

What do I need to do when my assignment ends?

Contact the TOPS Recruiter to let them know your assignment will be ending. They will go through specific instructions with you on what you need to do at the end of your assignment. Let them know if you are available for new assignments and send an updated resume when possible. Company computer, badge and keys, etc. should be properly returned.

How do I request changes to my cubicle/office layout and desk equipment?

Please ask your supervisor to submit an [iRequest](#) for any equipment you need.

Can I look for a career (permanent) position while I work temp?

The answer is yes. We encourage our TOPS employees to pursue career positions that interest them. If the TOPS employee has an interview the TOPS employee may use leave without pay to interview. Your immediate supervisor should be informed in advance to allow you time off for the interview. We do ask that if you accept another position, you give a two week notice if at all possible. This gives us time to find a replacement TOPS employee and for any training that may be necessary.