Graduate Student Employment
General Employment Policy

- Obtain Academic Home Department approval to hire students in other departments
- Check eligibility (academic and financial)
- Check work permit end date
  - F1: see I-20
  - J1: see DS-2019
- More details on summer employment can be found on the Collab, 100% Employment During the Summer
General Employment Policy (continued)

- Only enter approved appointments into UCPath
  - What if the class gets cancelled?
    - Student will move to a different job
    - Student will not move to a different job (no employment) - Freeze unfilled position OR process termination template on the effective date of the hire (ex: 07/01 hire date and not going to work, use 07/01 as the termination date)
Job Aid: How to Process Payments for Graduate Students in Summer Session

HOW TO PROCESS PAYMENTS FOR GRADUATE STUDENTS IN SUMMER SESSION

This job aid describes how to initiate summer payments to Graduate Student employees in the following titles:
- Associate In
- Teaching Assistant (TA)
- Reader/Tutor

Pre-Process
Departments are responsible for:
- Coordinating with Graduate Employment, Summer Session, and other departments to ensure percentage of appointment limits are not exceeded
- Looking the employee up on the Person Organizational Summary page to check for other active jobs at UCSD or other campuses
- Submitting transactions in time for approval before the Employee Data Change deadline on the Payroll Processing Calendar
Choosing the Correct Template

- Full Hire
- Rehire
- Concurrent Hire
- Interlocation Transfer

For Academics, the Inter-Location Transfer template should no longer be used. For all transfer cases where the employee is permanently leaving the first position to start a new position, 2 templates should be used: Concurrent Hire template and Termination template. The hiring department will process a Concurrent Hire template to create a new employee record/aid the new job and the old department will process a Termination template (or set an end date with the auto-term box checked) to end the old job.

A reminder that each department must obtain pre-approval from the student's academic home department before making any formal offer of employment. Although UCPath does not limit departments hiring students from outside their own department, it continues to be vital that the academic home department is informed of all graduate student financial support, including employment.
A Few Notes on Short Work Breaks

- Should be used ONLY to bridge students between appointments
- SWB should be used for a maximum of 4 consecutive months
Short Work Breaks

**Example:** Spring appointment ends 6/30 and next appointment does not begin until Summer Session II. You want to put student on a SWB until Summer Session II; Summer Session II first day of classes is 08/07, but we’re using pay periods only in UCPath so the first day on pay would be 08/01

- Step 1: By 6/29, update the Expected Job End Date to 07/31 to accommodate the SWB duration OR through the end of Summer Session II if they will be in the same position (must be **approved locally** by 06/29)
- Step 2: Add SWB effective 07/01 with expected return date of 08/01
Additional Pay Mass Upload

- [Graduate Student Employment: Summer Session Pay](#)
- Associates - highly encouraged for all but not mandatory
- Teaching Assistants - highly encouraged if you have a large quantity
- We have a blank spreadsheet with instructions on Collab. Ultimately, we need:
  - Employee information
  - Position details
  - Pay period dates
  - Pay amount(s)
- You will need to create the Position, hire the student, and update funding ahead of submitting your upload request
- **Timing**
  - Positions created, people hired, funding added, Google Forms submitted
  - Due Dates:
    - **Summer Session 1:** 07/01
    - **Summer Session 2:** 08/01
    - **Summer Session 3:** Varies (need at least 10 business days prior to applicable payroll deadline)
Additional Pay Mass Upload Info Session

Info Session Date: Wednesday, June 28th at 9am - 10am

- Walk-through of the Additional Pay Mass Upload spreadsheet
- Time for Q&A
- https://ucsd.zoom.us/j/99709579462
Additional Pay

Special Handling for Cancelling Additional Pay

You cannot delete a pending one-time payment or completely stop a new recurring additional pay on your own.

If you need to cancel an Additional Pay that has already been approved locally, you must submit a case to UCPC.
Additional Pay Tab

**Earnings Code:**
ASN

**Pay Period Amt:**
The amount that will be issued each month

**Goal Amount:**
The total amount you want to pay over the earnings period (from begin to end date)

**FTE:**
Change FTE to 0 on Position Data

**Effective Date**
- **Summer Session I:** 07/01/2023
- **Summer Session II:** 08/01/2023

**End Date**
- **Summer Session I:** 07/31/2023
- **Summer Session II:** 08/31/2023

**Reason:**
New Additional Pay

**Verify Position #, Dept, & Job Code**

**Initiator Comments:**
See Comment Template (be sure to include comments on Job Data tab as well)
Job Code 002310 Teaching Assistant (TA) at 50%
1st Session (7/3/23 – 8/5/23) - Pay date 8/1/23

<table>
<thead>
<tr>
<th>New Additional Pay</th>
<th>Find</th>
<th>View All</th>
<th>First</th>
<th>1 of 1</th>
<th>Last</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Earnings Code:</td>
<td>ASN</td>
<td>Additional Comp-Summer-No 403</td>
<td>+</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Effective Date</td>
<td></td>
<td></td>
<td></td>
<td>1 of 1</td>
<td></td>
</tr>
<tr>
<td>*Effective Date:</td>
<td>07/01/2023</td>
<td>31</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Payment Details**

<table>
<thead>
<tr>
<th>Addl Seq #:</th>
<th>1</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>End Date:</td>
<td>07/31/2023</td>
<td>31</td>
</tr>
<tr>
<td>Pay Period Amt:</td>
<td>$3,788.00</td>
<td></td>
</tr>
<tr>
<td>Goal Amount:</td>
<td>3788</td>
<td></td>
</tr>
</tbody>
</table>

Reason: New Additional Pay

Prorate Additional Pay

Applies To Pay Periods

First  
Second  
Third
Job Code 001506 Associate-In at 50%
2nd Session (8/7/23 – 9/9/23) - Pay date 9/1/23

### New Additional Pay

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earnings Code</td>
<td>ASN</td>
</tr>
<tr>
<td>Effective Date</td>
<td>08/01/2023</td>
</tr>
</tbody>
</table>

### Effective Date

- **Effective Date**: 08/01/2023

### Payment Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Addl Seq #</td>
<td>1</td>
</tr>
<tr>
<td>End Date</td>
<td>08/31/2023</td>
</tr>
<tr>
<td>Pay Period Amt</td>
<td>$5,278.00</td>
</tr>
<tr>
<td>Goal Amount</td>
<td>5278</td>
</tr>
<tr>
<td>Goal Balance</td>
<td></td>
</tr>
</tbody>
</table>

- **Reason**: New Additional Pay
- **Prorate Additional Pay**: checked

### Applies To Pay Periods

- **First**: checked
- **Second**: not checked
- **Third**: not checked
Job Code 002310 Teaching Assistant (TA) at 50%
1st Session (7/3/23 – 8/5/23) - Pay date 8/1/23 & 2nd Session (8/7/23 – 9/9/23) - Pay date 9/1/23

<table>
<thead>
<tr>
<th>New Additional Pay</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Earnings Code:</td>
<td>ASN</td>
</tr>
<tr>
<td>Additional Comp-Summer-No 403</td>
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<tr>
<td>Effective Date</td>
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<td>Effective Date:</td>
<td>07/01/2023</td>
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<tr>
<td>Payment Details</td>
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</tr>
<tr>
<td>Addl Seq #:</td>
<td>1</td>
</tr>
<tr>
<td>End Date:</td>
<td>08/31/2023</td>
</tr>
<tr>
<td>Pay Period Amt:</td>
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<tr>
<td>Goal Amount:</td>
<td>7576</td>
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<tr>
<td>Reason:</td>
<td>New Additional Pay</td>
</tr>
<tr>
<td>Prorate Additional Pay</td>
<td></td>
</tr>
</tbody>
</table>

Applies To Pay Periods
- First
- Second
- Third
### Transaction Comments Template - Monthly

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Associates-in</th>
</tr>
</thead>
</table>
| **Full Hire /Rehire /Concurrent Hire**        | [Hire] effective 07/01/23  
Summer Session I, Associate-In, 50.00% (0.00% FTE, flat-rate paid on Additional Pay)  
Course Dates: 07/03-08/05  
Course Payment: $5,278 (course 3 units or more) |
| **Extend End Date + FTE Change**              | Extend End Date effective [06/30/23] to [07/31/23]  
Change FTE effective [07/01/23] from [50.00%] to 0.00%. |
| **Extend End Date + FTE Change + Additional Pay** | Extend End Date effective [06/30/23] to [07/31/23]  
Change FTE effective [07/01/23] from [50.00%] to 0.00%.  
Additional Pay effective 07/01/23-07/31/23  
Pay Period/Goal Amount: $5,278 |
| **Additional Pay**                            | Additional Pay effective 07/01/23-07/31/23  
Pay Period/Goal Amount: $5,278 |
## Transaction Comments Template - Hourly

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Reader</th>
<th>Tutor</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full Hire /Rehire /Concurrent Hire</strong></td>
<td>[Hire] effective 07/03/23</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Summer Session I, Reader, 25.00%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Course Dates: 07/03-08/05</td>
<td></td>
</tr>
<tr>
<td><strong>Extend End Date + FTE Change</strong></td>
<td>Extend End Date effective [06/30/23] to [08/05/23]</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Change FTE effective [07/03/23] from [50.00%] to [25.00%]</td>
<td></td>
</tr>
<tr>
<td><strong>Extend End Date + FTE Change + Additional Pay</strong></td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Additional Pay</strong></td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>
Tips for Processing Summer Employment

- Gather data before you begin
  - Empl ID
  - Reports to (Position number from UCPath)
  - Chart String information
  - Your transactor role and the people in your AWE
  - Job aids
- Add Comments to all the Comment fields
- Start as soon as possible!
Position Management for Summer v. Academic Year

We recommend having different positions for Summer v. Academic Year due to the changes you need to make (i.e. funding, FTE, etc)

Example:
1. Create Summer Session-specific positions for TAs/Associates who are paid via additional pay with FTE 0 and the appropriate Summer funding information.
2. Hire your TAs/Associates into these “Summer” Positions
3. Terminate from AY Positions or put on SWB during Summer months
4. Freeze “Summer” positions during the AY when students are in their “normal” Positions

Job Aid: How To Change Position Status On Vacant Positions
Help for Graduate Student Appointments

- [Graduate Student Employment](#)
- [UCPath for Graduate Student Employment](#)
  - [Graduate Student Employment: Summer Session Pay](#)