Summer Session 2014

Instructional Support

Teaching Assistant, Tutor, and Reader

Payroll/PPS Instructions

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5/2/14 1:30PM

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⚓ INSTRUCTIONAL SUPPORT

Includes TAs, Tutors, & Readers

Departments are responsible for hiring TAs, readers, and tutors. They are also responsible for PPS entry and timekeeping.

Each department is provided <u>block-funding</u> from Academic Affairs/Summer Session to provide instructional support for summer courses. If the full allocated amount is not used, the department may use the funds for Fall, Winter, and Spring *instructional support*.

- Title codes used are:

  2310 (Teaching Assistant-TA)

  2850 (Reader-Graduate or Undergraduate)

  2500 (Non-Student Reader)

  2860 (Tutor: graduate or undergraduate)

  2510 (Non-Student Tutor)

- Salaries for TAs are monthly; tutors and readers (hourly employees) are paid on the bi-weekly payroll.

  IMPORTANT: A student cannot be paid monthly and hourly simultaneously because the payroll system will withhold taxes incorrectly. Therefore, if a student has a monthly appointment as a TA or Associate-In **and** a Reader or Tutor appointment, the Reader/Tutor appointment must be set up on the monthly payroll.

- TAs, Tutors, and Readers are **Academic Student Employees (ASEs)**, covered by the contract with the United Auto Workers (UAW).

- Student employees who are new hires or new to the bargaining unit must be provided with the Union Membership Election Form, as well as the ASE Description of Duties forms, which are available on the Office of Graduate Studies (OGS) web site at http://ogs.ucsd.edu/student-affairs/graduate-student-resources/academic-student-employees/ase-membership-form-dispersement-and-procedure.html.

COMPENSATION

A sample instructional support worksheet template is included in Appendix IV. Academic departments are responsible for determining the amount of time and rate of pay and generating appointment letters. A student must accept the appointment before the start of work.

- ‣ TAs are on monthly payroll (**Sub 0**).
- ‣ Tutors and Readers may be on bi-weekly or monthly payroll (hourly, with timesheet schedule, **Sub 2**).
- ‣ <u>A student cannot be paid monthly and hourly simultaneously because the payroll system will withhold taxes incorrectly</u>. Therefore, if a student has a monthly appointment as a TA or Associate-In **and** a Reader or Tutor appointment, the Reader/Tutor appointment must be set up on the monthly payroll.
- ‣ Each department determines the percentages of employees' time based on the total number of work hours expected, and should audit instructional support payroll records to ensure that actual hours do match.

- ▸ Time spent in course preparation, classroom and laboratory teaching, office consultation, and reading student papers should be considered in determining the total hours and percentage of time.
- A US Citizen or Permanent Resident who receives a terminal degree, and is eligible for support, can be employed through the quarter-break after graduation provided the student continues to be actively engaged in graduate student research. The summer is considered to be the quarter-break after spring quarter.   An international student (F-1 or J-1 visa) can only be employed as a student employee through the quarter date of graduation. Contact the International Center for additional information.

HIRING AND PAYROLL

- ▸ The Office of Graduate Studies prepares a salary chart each year for easy reference. See the OGS website for information.
- ▸ Timesheets:
  - – TAs are paid monthly and timesheets are not required.
  - – Readers and Tutors are paid bi-weekly; timesheets are required.

- ▸ For late or missed payroll after September, please call the Summer Session Business office for approval before submitting payroll -- Summer Session performs fiscal analyses and closes books in October. Late payroll adjustments will be accepted in September for the October 1 paydate.

GRADUATE STUDENT AS TA (2310), TUTOR (2860) AND READER (2850)

- Graduate students may not exceed a 100% appointment (40 hours per week) for all UCSD commitments.
- The department must enter the salary into timekeeping for any Sub 2 Summer Session payments. The amount of the payment needs to be entered in the Rate field of the By-Agreement pay reporting line. This amount should match what is in PPS.

TIMEKEEPING

- Graduate students holding a TA title are not required to submit timesheets.
- Readers and Tutors are required to submit a timesheet.
- The pay schedules must match for all concurrent appointments in PPS.

SEPARATION

- Graduate students should not be separated at the end of the summer unless they have completed their degree and will no longer be employed by UCSD.
- Please contact OGS-Linda K. Vong at 4-6562, lkvong@ucsd.edu or Becky Burrola at 4-3727, rburrola@ucsd.edu with any questions.

UNDERGRADUATE TUTOR (2860) AND READER (2850)

- **ELIGIBILITY**
- Student must have paid UC Registration fees for Spring quarter prior to working in Summer Session. Undergraduate students may not exceed a 100% appointment for all UCSD commitments.

SEPARATION

Any undergraduate reader or tutor who does not have a promised and contracted appointment for the Fall quarter must be separated in PPS at the end of their appointment using the SEPARATION bundle. Please use "*BB – Appointment/contract appointment expired*" as the reason for the separation.

For questions on undergraduate student appointments, please contact Mary Lewis in the Job Opportunity Program at 4-0150 or m7lewis@ucsd.edu.

NON-STUDENT READER (2500) OR TUTOR (2510)

Non-student Readers or Tutors are hired by exception only.
See http://ogs.ucsd.edu/_files/financial/PPS/nonstudent.pdf.
Contact OGS-Linda K. Vong at 4-6562, lkvong@ucsd.edu or Becky Burrola at 4-3727, rburrola@ucsd.edu with any concerns.

STUDENT ACADEMIC TITLE RATES - SESSIONS 1 AND 2 (EFFECTIVE 7/1/14) Note: The rates for Summer 2014 did not change from Summer 2013.

Each year in October, OGS provides a new Student Academic Title Rate chart available at:

http://ogs.ucsd.edu/_files/financial/acad-pay/STURATES1013.pdf.

Effective 6/1/00, Academic Student Employees (ASEs) are covered by the collective bargaining agreement between the University and the United Auto Workers (UAW).

TAs are on monthly payroll; Readers and Tutors may be set up on the monthly or bi-weekly payroll.

Please note the following conditions: A student cannot be paid monthly and hourly simultaneously because the payroll system will withhold taxes incorrectly. Therefore, if a student has a monthly appointment (TA or Associate-In) and a Reader or Tutor appointment, set up the Reader/Tutor appointment on the monthly payroll as well.

UCSD STUDENTS

CODE	TITLE	RATES
2310	**Teaching Assistant (9/9)**	$3,923.33/month; $35,310 annually
2850	**Reader (9/9)**	
	Graduate Student	$13.49/hr; $2,347.26/mo; $21,125 annually
	Undergraduate Student	12.82/hr; 2,230.68/mo; 20,076 annually
2860	**Tutor (9/9)**	
	Graduate Student:	
	Single Session	$16.66/hr; $2,898.84/mo; $26,090 annually
	Group Session	19.99/hr; 3,478.26/mo; 31,304 annually
	Undergraduate Student:	
	Single Session	$12.82/hr; $2,230.68/mo; $20,076 annually
	Group Session or Tutor serving as a Teaching Apprentice	15.36/hr; 2,672.64/mo; 24,054 annually

NON-STUDENT - (requires Dean Kim Barrett's pre-approval)

CODE	TITLE	RATES
2500	**Reader (non-student)**	Use graduate reader rate if holds baccalaureate
2510	**Tutor (serving in role of TA or tutor)**	Use TA or graduate tutor rate if holds baccalaureate

Department can hire at any percentage; **100, 50, 33,** and **25** are examples of the most popular percentages of time.

TITLE	PERCENT TIME	= TOTAL HOURS	AMOUNT PAID
Teaching Assistant	100%	200 hours	$6,002
(.085 x $35,310 = $3,001)	50	100	3,001
(Effective hrly rate =$30.01/hr)	33	66	1,981
	25	50	1,501
Reader (Graduate)	100%	200 hours	$2,698
($13.49/hr)	50	100	1,349
	33	66	891
	25	50	675
Reader (Undergraduate)	100%	200 hours	$2,564
($12.82/hr)	50	100	1,282
	33	66	847
	25	50	641
Tutor (Graduate)	100%	200 hours	$3,332
(Single-session $16.66/hr)	50	100	1,666
	33	66	1,100
	25	50	833
(Group Session $19.99/hr)	100%	200 hours	$3,998
	50	100	1,999
	33	66	1,320
	25	50	1,000
Tutor (Undergraduate)	100%	200 hours	$2,564
(Single Session $12.82/hr)	50	100	1,282
	33	66	847
	25	50	641
(Group Session $15.36/hr)	100%	200 hours	$3,072
	50	100	1,536
	33	66	1,014
	25	50	768

Examples of SUMMER SESSION PAY for Special Sessions (non 5-week courses)

Departments can hire at any percentage: **100, 50, 33,** and **25** are examples of the most popular percentages of time.

TITLE	PERCENT TIME	HRS/WK	# OF WEEKS	TOTAL HRS	AMOUNT PAID
Teaching Assistant	100%	40 hours	3 weeks	120 hours	$3,602
(Effective hrly rate=$30.01/hr)	50	20	3	60	1,801
	33	13	3	39	1,171
	25	10	3	30	901
Reader (Graduate)	100%	40 hours	6 weeks	240 hours	$3,238
($13.49/hr)	50	20	6	120	1,619
	33	13	6	78	1,053
	25	10	6	60	810
Reader (Undergraduate)	100%	40 hours	8 weeks	320 hours	$4,103
($12.82/hr)	50	20	8	160	2,052
	33	13	8	104	1,334
	25	10	8	80	1,026
Tutor (Undergraduate)	100%	40 hours	3 weeks	120 hours	$1,539
(Single Session $12.82/hr)	50	20	3	60	770
	33	13	3	39	500
	25	10	3	30	385
Tutor (Undergraduate)	100%	40 hours	3 weeks	120 hours	$1,844
(Group Session $15.36/hr)	50	20	3	60	922
	33	13	3	39	600
	25	10	3	30	461

DATA ENTRY GUIDELINES

FOR GRADUATE STUDENT TA (2310), AND NON-STUDENT TUTORS SERVING AS TA (2510)

1. Log into PPS
2. Choose PPS screen or bundle to navigate through screens
   - ➤ EAPC for students with an active appointment
   - ➤ RHIR for rehiring students who have been separated in PPS
   - ➤ HIRE for new hires
3. Enter EAPC, RHIR, or HIRE in the "Next Func" field along with either the employee ID number or name
4. Go to the "command line" and type "Add A", then press Enter key

Appointment Line

Type	5 **Note on Benefits**: Graduate students are <u>not</u> eligible for benefits; BELI is 5. See link for information regarding BELI code for Nonstudent Tutors at http://ogs.ucsd.edu/_files/financial/PPS/15nonstudent.pdf.		
Basis	(leave blank)		
Pd Ovr	(leave blank)		
Appt Begin	Session 1: **June 30**	Session 2: **August 1**	Special Session: **June 16**
Appt End	Session 1: **August 2**	Session 2: **September 6**	Special Session: **September 19**
Dept	6-digit department code		
Title	Enter title code from payroll worksheet		
% Full	Enter percentage of time from payroll worksheet. This is an OGS requirement.		
F/V	F		
Annually	Enter course salary amount		
Rt	B (By-agreement)		
Sch	MO (Monthly)		
Time	N (no time sheet produced, not necessary)		
Lv	N (No Leave Accrual)		

Distribution Line

Index	Your index (funding source 20290A)
Sub	**0**
Dist %	(leave blank)

Pay Begin	Session 1: **July 1**	Session 2: **August 1**	Special Session: **Use 7/1/14 if course ends on or before 8/6/14, Use 8/1/14 if course ends after 8/6/14**
Pay End	Session 1: **July 31**	Session 2: **August 31**	Special Session: **Use 7/31/14 if course ends on or before**
before			**8/6/14, Use 8/31/14 if course ends after 8/6/14**
Rate/Amt	Enter course salary amount from payroll worksheet		
DOS code	**SST**		

5. Press **F5** to update the transaction, then **F10** to enter comments. **Comments are required before PPS will allow you to update your action.** Suggested comments: "(Associate-In or TA), for (Course), taught by (Instructor of Record), in Summer (1st Session, 2nd Session, or Special Session), and total course salary ($)"

6. Once you have added your comments, press **F5** to complete the transaction.

Use the following chart to determine the paydate for Special Session courses:

AUGUST 1 PAYDATE

Starts	Ends
June 30	July 19

AUGUST 29 PAYDATE

Starts	Ends
June 30	August 23
June 30	September 6
July 21	August 9
August 11	August 30

For late or missed payroll after September, please call the Summer Session Business office for approval before submitting payroll -- Summer Session closes payroll reporting in October.

Title Code 2310 – Teaching Assistant-TA; Summer Session I (Paydate: 08/01/14)

```
PPEAPC0-E1595                  SD EDB Entry/Update                    05/04/10 14:51:57
04/26/10 22:19:18         Appts./Distributions-Condense          Userid:   SDAPORWY
ID:  000000123    Name:   CYRUS, MILEY               Emp Stat:  A      Pri Pay: MO
       PAF Gen No:  120                      Stu/Reg:  _          Page   1 of   4
Appt    Actions Pgm  Typ Bas Pd Ovr  Appt Begin  Appt End Dur Dept      FLSA
  10     _____    A   S                063014      080214       000286
Title                              Grade %Full F/V Ann/Hr Rate  Rt Sch Time Lv
 2310  TEACHING ASSISTANT              —   .50   F   3001.00      B  MO   N   N

Dist No
Actions Index  Fund Sub FTE  Dis %  PayBeg PayEnd Step OA  Rate/Amt DOS PRQ D W

  11    MYFUND  20290A 0 ——— ———— 070114  073114 ——— —   3001.00  SST  — — —

 ——— ———— —— ———— ———— ———— ———— ——— — ——— — — —

 ——— ———— —— ———— ———— ———— ———— ——— — ——— — — —

 ——— ———— —— ———— ———— ———— ———— ——— — ——— — — —

Next Func: ____  ID: _____  Name: _____  SSN: _____
```

PAN Comments

TEACHING ASSISTANT 50%, 1st Session
Course Dates: 06/30/14 – 08/02/14
Course Salary: $3,001.00
Pay Date: 8/1/2014

Title Code 2310 – Teaching Assistant-TA; Special Session (Paydate: 08/01/14)

```
PPEAPC0-E1595                 SD EDB Entry/Update              05/04/10 14:51:57
04/26/10 22:19:18        Appts./Distributions-Condense         Userid:  SDAPORWY
ID: 000000123      Name: CYRUS, MILEY              Emp Stat:  A      Pri Pay: MO
       PAF Gen No:  120                    Stu/Reg:  _        Page   1 of   4
Appt     Actions Pgm  Typ Bas Pd Ovr  Appt Begin  Appt End Dur Dept      FLSA
 10             ____   A   5            063014       071914      000286
Title                              Grade %Full F/V Ann/Hr Rate  P+ Sch Time Lv
 2310   TEACHING ASSISTANT           __   .33   F   1171.00      B  MO   N    N

Dist No
Actions Index  Fund Sub FTE  Dis %  PayBeg PayEnd Step OA  Rate/Amt DOS PRQ D W

  11
_____  MYFUND  20290A  0  ____ _____  070114  073114  ____ __   1171.00  SST _ _ _


_____  _____  _____ _ ____ _____  _____  _____  ____ __   _____  ___ _ _ _


_____  _____  _____ _ ____ _____  _____  _____  ____ __   _____  ___ _ _ _


_____  _____  _____ _ ____ _____  _____  _____  ____ __   _____  ___ _ _ _

Next Func: ____   ID: _____   Name: _____ SSN: _____
```

PAN Comments

TEACHING ASSISTANT 33%, Special Session
Course Dates: 06/30/14 – 07/19/14
Course Salary: $1,171.00
Pay Date: 8/1/2014

FOR GRADUATE AND UNDERGRADUATE TUTOR (2860), AND READERS (2850)

Log into PPS

1. Choose PPS screen or bundle to navigate through screens
    - ➤ EAPC for students with an active appointment
    - ➤ RHIR for rehiring students who have been separated in PPS
    - ➤ HIRE for new hires
3. Enter EAPC, RHIR, or HIRE in the "Next Func" field along with either the employee ID number or name
4. Press F9 or navigate to the "command line" and type "Add A" then press Enter key

Appointment Line

Type	5 **Note on Benefits**: Graduate and Undergraduate students are not eligible for benefits; BELI is 5.
Basis	(leave blank)
Pd Ovr	(leave blank)
Appt Begin	Session 1: **June 30** Session 2: **August 1** Special Session: **June 16**
Appt End	Session 1: **August 2** Session 2: **September 6** Special Session: **September 19**
Dept	6-digit department code
Title	Enter title code from payroll worksheet
% Full	Enter percentage of time from payroll worksheet
F/V	V
Annually	Enter course salary amount from payroll worksheet
Rt	B (By-agreement)
Sch	BW (Bi-Weekly) or MO (Monthly, if they have a concurrent monthly appointment)
Time	A (to produce time sheet)
Lv	N (No Leave Accrual)

Distribution Line

Index	Your index (funding source 20290A)
Sub	**2 (Must enter total course salary in timekeeping to generate pay)**
Dist %	(leave blank)

FOR GRADUATE AND UNDERGRADUATE TUTOR (2860), AND READERS (2850) continued

Pay Begin	Session 1: **July 1**	Session 2: **August 1**	Special Session:	**Use 7/1/14 if course ends on or before 8/6/14, Use 8/1/14 if course ends after 8/6/14**
Pay End	Session 1: **July 31**	Session 2: **August 31**	Special Session:	**Use 7/31/14 if course ends on or before 8/6/14, Use 8/31/14 if course ends after 8/6/14**

Rate/Amt: Enter course salary amount from payroll worksheet

DOS code   **SST**

5.   Press **F5** to update the transaction, then **F10** to enter comments. **Comments are required before PPS will allow you to update your action.** Suggested comments: "(Tutor or Reader), for (Course), taught by (Instructor of Record), in Summer (1st Session, 2nd Session, or Special Session), and total course salary ($)."

6.   Once you have added your comments, press **F5** to complete the transaction.

Title Code 2850 – Reader Graduate; Summer Session II (Paydate: 08/29/14)

NOTE: Readers and Tutors are *SUB-2* and are required to submit a timesheet. **The total course salary based on number of hours worked must be entered into timekeeping by the appointing department to** generate pay. They may be set up as monthly or bi-weekly. The pay schedules must match for all concurrent appointments

```
ID: 000123456      Name: PARKER, PETER                 Emp Stat: A      Pri Pay: MO
         PAF Gen No: 120                      Stu/Reg: _          Page   1 of   4
Appt      Actions Pgm  Typ Bas Pd Ovr  Appt Begin  Appt End Dur Dept      FLSA
 10            ____   A   5              080114      090614      0002207
Title                               Grade %Full F/V Ann/Hr Rate  Rt Sch Time Lv
2850   READER                         —   .25   V   675.00        B  MO  A   N

Dist No
Actions Index   Fund Sub FTE   Dis %  PayBeg PayEnd Step OA  Rate/Amt DOS PRQ D W

 11   MYFUND   20290A  2 ____ _____  080114  083114  ____ __   675.00   SST __ _ _

      _____ ____ ____ _____ _____ _ __ __ _ __ __ _____ ___ ___ _ _

      _____ ____ ____ _____ _____ _ __ __ _ __ __ _____ ___ ___ _ _

      _____ ____ ____ _____ _____ _ __ __ _ __ __ _____ ___ ___ _ _

Next Func: ____  ID: _____  Name: _____ SSN: _____
```

PAN Comments

READER Graduate, 25%, SUB 2, 2nd Session
Course Dates: 08/04/14 – 09/06/14
Course Salary: $675.00
Pay Date: 08/29/14

Title Code 2850 – Reader Graduate; Special Session (Paydate: 08/29/14)

NOTE: Readers and Tutors are *SUB-2* and are required to submit a timesheet. **The total course salary based on number of hours worked must be entered into timekeeping by the appointing department to generate pay.** They may be set up as monthly or bi-weekly. The pay schedules must match for all concurrent appointments

```
ID: 000123456      Nai PARKER, PETER                    Emp Stat:  A      Pri Pay: MO
       PAF Gen No: _120_                      Stu/Reg:  _           Page   1 of    4
Appt      Actions Pgm  Typ Bas Pd Ovr   Appt Begin  Appt End Dur Dept      FLSA
 10        _____   A    5                 063014      082314     0002207
Title                                    Grade %Full F/V Ann/Hr Rate   Rt Sch Time Lv
 2850   READER                             _   .33    V  1053.00        B  MO   A    N

Dist No
Actions Index   Fund Sub FTE   Dis %  PayBeg PayEnd Step OA  Rate/Amt DOS PRQ D W

  11   MYFUND  20290A  2  ____ _____  080114  083014  ____ __  1053.00  SST  _ _ _

      _____ _____ ____ _____ _____ _____ _____ _____ __  _____ ___ ___ _ _

      _____ _____ ____ _____ _____ _____ _____ _____ __  _____ ___ ___ _ _

      _____ _____ ____ _____ _____ _____ _____ _____ __  _____ ___ ___ _ _

Next Func: ____   ID: _____  Name: _____  SSN: _____
```

PAN Comments

READER Graduate, 33%, SUB 2, Special Session
Course Dates: 06/30/14 – 08/23/14
Course Salary: $1,053.00
Pay Date: 08/29/14

2013 Timekeeping Example: Graduate Student Reader

Reader worked 13.5 hours for Summer Session I. Payment is calculated as follows: 13.5 hours x $12.82/hour = $173.07 total. Total is entered into the rate column in TAR.

TIMEKEEPING
BLINK /   EMPLOYEE LINK /   TIMEKEEPING

Employee Link – Timekeeping

Detail Entry

Biweekly   Period 7/21/13 – 8/3/13   Entry 7/27/13 – 8/7/13   Pay 8/14/13   Hrs 80

Name   Empl ID   Total Hrs   Total Pct   Quick Entry   Exit

0.00   0.00

Index	Fund	S	Title	DOS	RATE	C	PCT	FXD HRS	END DATE	SICK	VAC	REG	OT	P OT	OTH
	20290A	2	2850	SST	173.07	M	0.0000	0.00	08/03/13	0.00	0.00	0.00	0.00	0.00	0

JUNE

11	Last day for Summer Session to cancel Session 1 courses for low enrollment
16	Start of Special Session
27	Departments must have approved assignments in ASES for TAs, Readers, and Tutors before they begin working on June 30
30	Start of Session 1

JULY

4	HOLIDAY
8	Last day for Summer Session to cancel Session 2 courses for low enrollment
9	Timekeeping entry deadline for July 16 paydate
10	PPS entry deadline for July 16 paydate
16	**BI-WEEKLY PAYDAY (June 22 – July 5) for Readers and Tutors**
22	Timekeeping entry deadline for July 30 paydate
23	PPS entry deadline for July 30 paydate
	Timekeeping entry deadline for August 1 paydate
24	PPS entry deadline for August 1 paydate
30	**BI-WEEKLY PAYDAY (July 6 – July 19) for Readers and Tutors**

AUGUST

1	**MONTHLY PAYDAY for TAs**
	Departments must have approved assgnments in ASES for TAs, Readers, and Tutors before they begin working on August 4
2	End of Session 1
4	Session 1 separation date for Undergraduate Readers or Tutors not working in Session 2 or Special Session
4	Start of Session 2
6	Timekeeping entry deadline for August 13 paydate
7	PPS entry deadline for August 13 paydate
13	**BI-WEEKLY PAYDAY (July 20 – August 2) for Readers and Tutors**
19	Timekeeping entry deadline for August 27 paydate
20	PPS entry deadline for August 27 paydate
	Timekeeping entry deadline for August 29 paydate
21	PPS entry deadline for August 29 paydate
27	**BI-WEEKLY PAYDAY (August 3 – August 16) for Readers and Tutors**
29	**MONTHLY PAYDAY for TAs**

SEPTEMBER

1	HOLIDAY
2	Timekeeping entry deadline for September 10 paydate
3	PPS entry deadline for September 10 paydate
6	End of Session 2
8	Session 2 separation date for visiting instructors not holding any other appointment
8	Special Session separation date for Undergraduate Readers or Tutors without an appointment for Fall 2014
10	**BI-WEEKLY PAYDAY (August 17 – August 30) for Readers and Tutors**
19	End of Special Session

2014 SAMPLE INSTRUCTIONAL SUPPORT WORKSHEET

Department:	_____
Hiring Contact:	_____
Hiring Contact Phone:	_____
Date Completed:	

Preliminary Allocation:	_____
Estimated Expense:	_____
Estimated Balance:	_____
Additional Allocation:*	_____
Revised Balance:	_____
*If applicable	

Session (1, 2, or Special)	# Wks	Course	#	Instructor of Record	Student Name	Student PID	Student Status	Title	Title Code	% Time	Hrs/Wk	Total Hrs	Hrly Rate	Total Salary	Date Sent Letter	Date Signed Letter Received
1	5	MATH	123	John Smith	Jan Park	A00000000	Graduate	Teaching Assistant (TA)	2310	50.0	20	100	30.01	3,001	06/09/14	06/20/14
														-		
TOTAL:														3,001		

Biweekly Deadline Schedule (Updated 11/07/13)

Pay Period Dates	Timekeeping Entry	PPS Entry	Deadline to Stop Direct Deposit (10:00a.m.)	Payday
06/22/14-07/05/14	07/09/14	07/10/14	07/14/14	07/16/14
07/06/14-07/19/14	07/22/14	07/23/14	07/28/14	07/30/14
07/20/14-08/02/14	08/06/14	08/07/14	08/11/14	08/13/14
08/03/14-08/16/14	08/19/14	08/20/14	08/25/14	08/27/14
08/17/14-08/30/14	09/02/14	09/03/14	09/08/14	09/10/14
08/31/14-09/13/14	09/17/14	09/18/14	09/22/14	09/24/14

Monthly Deadline Schedule (Updated 11/07/13)

Pay Period Dates	Timekeeping Entry	PPS Entry	Deadline to Stop Direct Deposit (10:00a.m.)	Payday
07/01/14-07/31/14	07/23/14	07/24/14	07/30/14	08/01/14
08/01/14-08/31/14	08/20/14	08/21/14	08/27/14	08/29/14
09/01/14-09/30/14	09/23/14	09/24/14	09/29/14	10/01/14