

# Summer 2014

## Instructional Support

### Teaching Assistant, Tutor, and Reader

### Payroll/PPS Instructions



Andrea Olaguer, Summer Session, x25064  
Becky Burrola, Office of Graduate Studies, x43727  
Linda Vong, Office of Graduate Studies, x46562

# Date Entry Time Reporting

## Department Handles:

- ✓ Select TA, Tutor, Reader
- ✓ Create Appointment Letter
- ✓ Secure Signature
- ✓ Retain Copies
- ✓ Monitor Time
- ✓ Report Time in PPS
- ✓ Be Aware of Funding for Budget Purposes





# Sample Email Sent to the Department

## Email sent out in June:

On behalf of Executive Vice Chancellor Suresh Subramani, I am pleased to inform you that the Department of xxxxxxxxx will be allocated \$xxxxxxx for teaching assistants for Summer Session 2014. The allocation is based on actual enrollment in summer courses as of June 16, 2014. In department of xxxxxxxx, there are xx courses with enrollment of xxx. Courses with projected enrollment of 10 or fewer students are excluded.

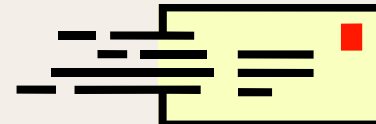
The model used for this allocation is similar to the TA allocation model used during the regular academic year. Rather than using a faculty debit of 20 students, a course debit of 10 students is used. For funding purposes, the workload for Summer Session courses is considered to be equivalent to 75% of courses offered during the regular year.

A reserve is maintained to address cases where actual enrollment is substantially higher than the projected enrollment. Departments that have significant enrollment growth may request additional funding.

Any funds not utilized in summer courses will be transferred to departments for use in the following fall, winter, and spring quarters.

For additional details about the allocation, please contact me at x22565 or [kfarrelly@ucsd.edu](mailto:kfarrelly@ucsd.edu).

Best regards,  
Kathy Farrelly  
Academic Affairs



# Quick Tips

## Title Codes

2310	TA
2850	Reader (Grad/UG)
2860	Tutor (Grad/UG)

## Pay Dates

Monthly TA	
Bi-Weekly	Tutor/Readers

## Compensation

Sub 0	TA
Sub 2	Tutor/Reader

## Time Sheets

TA	Not required
Tutor/Reader	Required

% of Time = Hours of Work

Department Determines the %

<b>example</b> 100%	200 Hours
50%	100 Hours
25%	50 Hours



# Pay Date Calendar



## Step

1

Timekeeping

## Pay Day

Bi-Weekly

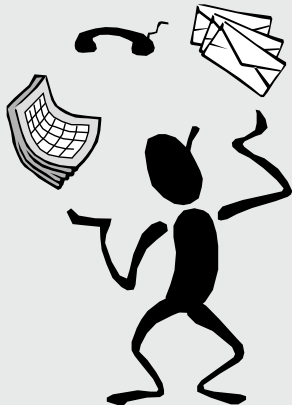
July 9
July 22
August 6
August 19
September 2
September 17

Monthly

July 23
August 20
September 23

2

PPS



Bi-Weekly

July 10
July 23
August 7
August 20
September 3
September 18

Monthly

July 24
August 21
September 24

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  5          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%, 1<sup>st</sup> 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)**

```

PPEAPCB-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

**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, 2<sup>nd</sup> 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      Na 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  S      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



## Biweekly Deadline Schedule (Updated 11/07/13)

<i>Pay Period Dates</i>	<i>Timekeeping Entry</i>	<i>PPS Entry</i>	<i>Deadline to Stop Direct Deposit (10:00a.m.)</i>	<i>Payday</i>
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)

<i>Pay Period Dates</i>	<i>Timekeeping Entry</i>	<i>PPS Entry</i>	<i>Deadline to Stop Direct Deposit (10:00a.m.)</i>	<i>Payday</i>
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

# Questions?

