



UC San Diego

INSTRUCTIONS FOR MASS UPLOAD – ASSOCIATES-IN & TAs

For Associates – The Mass Upload for Summer Session Additional Pay is highly encouraged, but not mandatory.

For Teaching Assistants - The Mass Upload for Summer Session Additional Pay is highly encouraged if you have a large quantity.

Note that If you don't use the Mass Upload, you will need to manually enter the additional pay in UCPATH.

Your department **Payroll Documents** folder on the [Summer Session OneDrive](#) contains a full list of your Summer Session instructors as of 7/21/21. This list can help you complete your Mass Upload spreadsheet.

NEXT STEPS FOR DEPARTMENTS – AUGUST Pay Period

1. Download a blank Mass Upload spreadsheet from the [Graduate Division Collab site](#).
2. Fill-in the spreadsheet for Associate-Ins and TAs getting paid in the AUGUST pay period.
 - a. [Refer to this chart](#) with example Summer Session payment amounts for Academic Student Employees.
3. Turn-in your completed Mass Upload spreadsheet to Graduate Division [using this Google form](#).
DEADLINE is AUGUST 6th.
 - a. Graduate Division will upload the additional pay – so you don't have to enter it manually.
4. If you haven't already, please be sure to update the funding in UCPATH for all Associates-In and TAs getting paid in the AUGUST pay period.
 - a. We can't automate this part, so please be sure to manually update the funding in UCPATH.

If you have questions about the Mass Upload for Additional Pay for Associates-In and TAs, please submit a ticket to Graduate Division FSU via <https://support.ucsd.edu/services>.

TRAINING MATERIALS

Materials from our Summer Session payroll training session can be found on the Summer Session website.

- [Presentation slides](#)
- [Video recording of the session](#)