

# **Graduate Student Employment**

# Summer Session Payroll

## *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](#)

# Summer Session Payroll

## *Graduate Student Employment*

### **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)

# Summer Session Payroll

## Graduate Student Employment

**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**

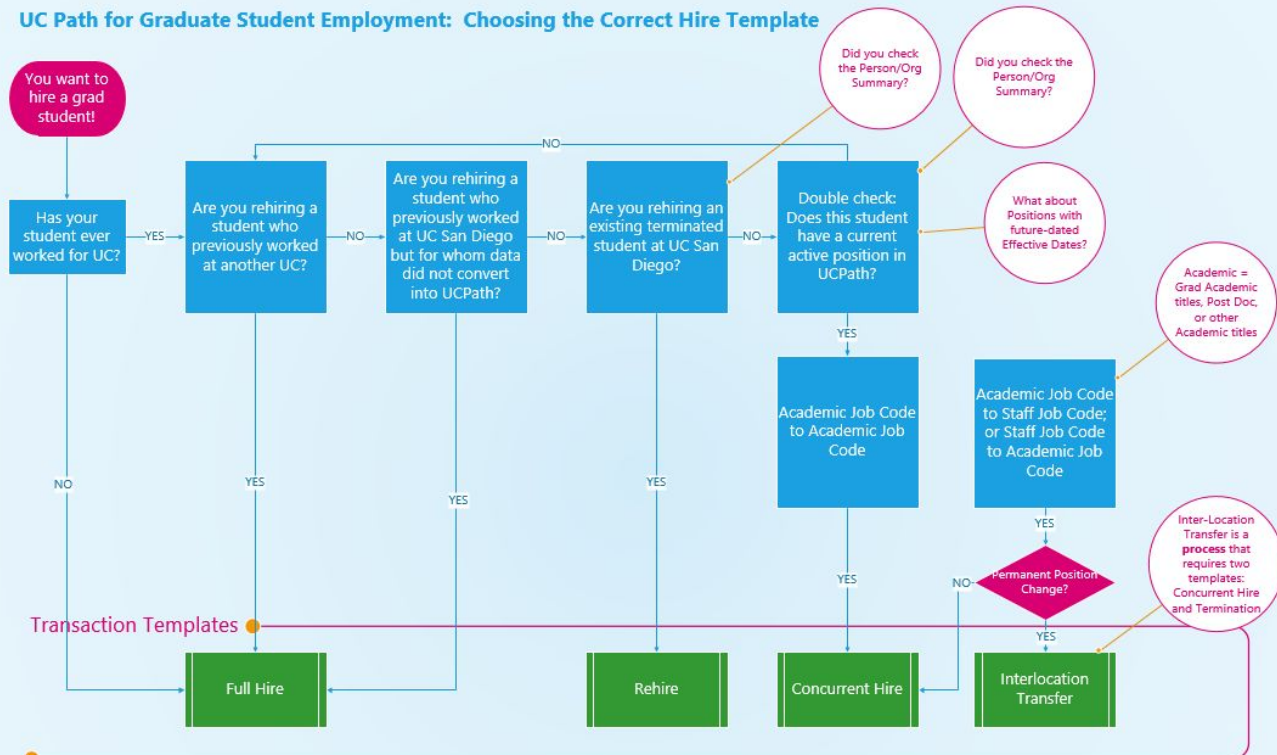
Departments are responsible for:

- 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

## UC Path for Graduate Student Employment: Choosing the Correct Hire Template



<https://ucsdcollab.atlassian.net/l/cp/6HmP1Nh0>

**A Note about Intra-Location Transfers**

**For Academics, the Intra-Location Transfer template should no longer be used.**

For all transfer cases in which 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/add 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 remind 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.

**What's Next:**

After you choose your template transaction, refer to the Job Aids on the UCPath and UCPath for Graduate Student Employment website for details on how to complete them.

## 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

▼ PayPath Transactions
<b>Job Aids</b>
<b><a href="#">How to Initiate a Short Work Break</a></b> This job aid describes how to put an employee on short work break status.
<b><a href="#">How to Initiate a Short Work Break for Employees With Multiple Jobs</a></b> This job aid describes how to put an employee with multiple jobs on short work break status.
<b><a href="#">How to Return an Employee from Short Work Break</a></b> This job aid describes how to return an employee from short work break status to pay status.
<b><a href="#">How to Return an Employee with Multiple Jobs from Short Work Break</a></b> This job aid describes how to return an employee with multiple jobs from shot work break status to pay status.

# Summer Session Payroll

## *Graduate Student Employment*

### 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 Information

- Additional Pay cannot be manually entered in UCPATH until [the appointment is active](#)
  - Example, a Summer Session 1 TA appointment is entered into UCPATH with a start date of July 1st. The Department cannot manually enter Additional Pay until July 1st or after. Additional Pay cannot be entered until the employee's start date.
- 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

**New Additional Pay** Find | View All First 1 of 1 La

\*Earnings Code:  Additional Comp-Summer-No 403

**Effective Date** Find | View All First 1 of 1 La

\*Effective Date:  →

**Payment Details** Find | View All First 1 of 1 La

Addl Seq #: 1

End Date:  → Reason:

Pay Period Amt:

Goal Amount:  Goal Balance:

Prorate Additional Pay

**Applies To Pay Periods**

First  Second  Third

**Job Information**

Employee Type: Salaried Standard Hours: 20.00

Compensation Rate: \$2,777.78 Frequency:

**Default Job Data**

Position: 40660662 TEACHG ASST-GSHIP

Business Unit: SDCMP UC San Diego Campus

Department: 000213

Job Code: 002310 TEACHG ASST-GSHIP

FTE: 0.500000

Employee Status: Active Expected Job End Date: 06/30/2022

	Summer Session I	Summer Session II
Effective Date	07/01/2023	08/01/2023
End Date	07/31/2023	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)

Upload \ View Supp

Transaction ID NEW  
Workflow Status Apprvl Prc  
Request Status In Progress  
Initiator's Comments

Data Entry

Verify Data

See Comment Template

Employee		Empl ID
<b>New Additional Pay</b>		Find   View All
*Earnings Code: ASN		Additional Comp-Summer-No 403
<b>Effective Date</b>		Find   View All
*Effective Date: 07/01/2023		1 of 1
<b>Payment Details</b>		Find   View All
Addl Seq #:	1	
End Date:	07/31/2023	Reason: New Additional Pay
Pay Period Amt:	\$3,788.00	
Goal Amount:	3788	Goal Balance:
<input checked="" type="checkbox"/> Prorate Additional Pay		
<b>Applies To Pay Periods</b>		
<input checked="" type="checkbox"/> First <input type="checkbox"/> Second <input type="checkbox"/> Third		

Employee		Empl ID
<b>New Additional Pay</b>		Find   View All
*Earnings Code: ASN		First 1 of 1 Last
<b>Effective Date</b>		Find   View All
*Effective Date: 08/01/2023		First 1 of 1 Last
<b>Payment Details</b>		Find   View All
Addl Seq #: 1		First 1 of 1 Last
End Date: 08/31/2023	Reason: New Additional Pay	
Pay Period Amt: \$5,278.00	Goal Amount: 5278	Goal Balance:
<input checked="" type="checkbox"/> Prorate Additional Pay		
<b>Applies To Pay Periods</b>		
<input checked="" type="checkbox"/> First <input type="checkbox"/> Second <input type="checkbox"/> Third		

[Redacted]

Employee

Empl ID

[Redacted]

### New Additional Pay

Find | View All

First ◀ 1 of 1 ▶ Last

\*Earnings Code:

ASN



Additional Comp-Summer-No 403



### Effective Date

Find | View All

First ◀ 1 of 1 ▶ Last

\*Effective Date:

07/01/2023



### Payment Details

Find | View All

First ◀ 1 of 1 ▶ Last

Addl Seq #:

1



End Date:

08/31/2023



Reason:

New Additional Pay



Pay Period Amt:

\$3,788.00

Goal Amount:

7576

Goal Balance:

Prorate Additional Pay

### Applies To Pay Periods

First  Second  Third

# Transaction Comments Template - Monthly

Scenario	Associates-in	
<b>Full Hire /Rehire /Concurrent Hire</b>	[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)	
<b>Extend End Date + FTE Change</b>  (Use these comments if you will enter Additional Pay at a later time or submit for mass upload action)	Extend End Date effective [06/30/23] to [07/31/23] Change FTE effective [07/01/23] from [50.00%] to 0.00%.	
<b>Extend End Date + FTE Change + Additional Pay</b>	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	
<b>Additional Pay</b>  (Use these comments if you have already extended the end date and changed the FTE at an earlier time OR have already completed a Hire/Rehire/Concurrent Hire action)	Additional Pay effective 07/01/23-07/31/23 Pay Period/Goal Amount: \$5,278	

# Transaction Comments Template - Hourly

Scenario	Reader	Tutor
<b>Full Hire /Rehire /Concurrent Hire</b>	[Hire] effective 07/03/23 Summer Session I, Reader, 25.00% Course Dates: 07/03-08/05	
<b>Extend End Date + FTE Change</b>	Extend End Date effective [06/30/23] to [08/05/23] Change FTE effective [07/03/23] from [50.00%] to [25.00%]	
<b>Extend End Date + FTE Change + Additional Pay</b>	N/A	N/A
<b>Additional Pay</b>	N/A	N/A

# Experience Based Salary - Associate Instructors

## Effective October 1, 2023, Associate Instructors with:

- Six (6) quarters of University teaching experience at UC San Diego
- During Academic Year terms (October 1 - June 30)
  - Fall: 10/1 - 12/31
  - Winter: 1/1 - 3/31
  - Spring: 4/1 - 6/30
- Appointment at 25% FTE or more - only a maximum of one experience count can be earned per quarter
- Who have not advanced to candidacy shall be placed at Salary Point 3
- Who have advanced to candidacy shall be placed at Salary Point 5

## Placement on the Salary Scale

- Experience in the Teaching Assistant (Job Code 002310), and Associate Instructor count towards University teaching experience.
- Returning Associate Instructors (students who were appointed as Associate Instructors prior to AY 2023-2024) should be hired at Salary Point 7, regardless of their experience
- Effective Fall 2023, new Associate Instructors may start at Salary Point 1



# Experience Based Salary - Teaching Assistants

## Effective October 1, 2023, Teaching Assistants with:

- University teaching experience at UC San Diego
  - During Academic Year terms (October 1 - June 30)
    - Fall: 10/1 - 12/31
    - Winter: 1/1 - 3/31
    - Spring: 4/1 - 6/30
  - Summer does not count towards the experience count
- Appointment at 25% FTE or more - only a maximum of one experience count can be earned per quarter
- 3 quarters of experience shall be placed at Salary Point 2
- 6 quarters of experience shall be placed at Salary Point 3

## Placement on the Salary Scale

Experience in the Associate Instructor and Associate-in-lieu-of Teaching Assistant (Job Code 001506) count towards University teaching experience.

# Experience Based Salary - Associate Instructors

## Reference Information for Associate Instructors

On the Collab:

[Chapter 4: Guide for Associates](#)

In the Contract:

[Article 32A – General Wages](#)

## Reference Information for Teaching Assistants

On the Collab:

[Chapter 5: Guide for Teaching Assistants](#)

In the Contract:

[Article 32A – General Wages](#)

# 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!
-

# Tips for Processing Summer Payroll

## *Graduate Student Employment*

### **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](#)

## Where to Find UCPath Help

# Help for Graduate Student Appointments

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