Payroll Roadmap *with UCPath*
Summer Session 2020

May 28th, 2020

Agenda

What's New for *Remote* Summer Session 2020

Roadmap for using UCPath

- **WHAT** you need to do.
- **WHEN** you need to do it.
- **HOW** to get help.

Q & A

Summer Session - Lisa Bargabus

Academic Personnel - Kelly Maheu

Graduate Division - Courtney Aguila & Kacy Cashatt

SUMMER SESSION

UC San Diego

Summer Session 2020

Lisa Bargabus
Faculty hiring & payroll
summer-payroll@ucsd.edu

Course Scheduling
summer-scheduling@ucsd.edu

Session	Course Dates	Monthly Pay Date
Session 1 5 Weeks	6/29/20 - 8/1/20	7/31/20
Session 2 5 Weeks	8/3/20 - 9/5/20	**9/1/20**
Special - 3 Weeks *1 of 3*	6/29/20 - 7/18/20	7/31/20
Special - 3 Weeks *2 of 3*	7/20/20 - 8/8/20	7/31/20
Special - 3 Weeks *3 of 3*	8/10/20 - 8/29/20	**9/1/20**
Special - 8 Weeks	6/29/20 - 8/22/20	7/31/20
Special - 10 Weeks	6/29/20 - 9/5/20	7/31/20

Summer Session 2020 - What's Happening Now?

35,354 enrollments - Up 39% from 2019

April	May	June	July	August	September
Students Begin Enrolling in courses	Enrollment Management of Waitlists begins Student Fees Assessed	Session 1 Fees Due Session 1 Classes Begin 6/29/20 Session 2 Student Fees Assessed	Students: Add/Drop Courses Session 2 Fees Due **Faculty Pay Date 7/31/20 (Session 1)**	Session 2 Classes Begin 8/3/20	Sessions End Reporting Begins **Faculty Pay Date 9/1/20 (Session 2)**

Summer Session Payroll = Teamwork!

What's New for 2020?

Compensation

Changes to Summer Session Compensation Model

No longer a $10,000 course salary cap.

No enrollment bonuses or science lab bonuses.

Contingent payment has increased to:

$150 × Units × Students

For courses with fewer than 15 students enrolled.

Only 17 courses had contingent payments in 2019.

What's New for 2020?

Remote Teaching

Remote Instruction Means Instructors Can Teach Outside of California

They must complete a **Temporary Remote Agreement**

https://powerforms.docusign.net/cc3d91fa-5576-4871-b189-8d84ef79a53e?env=na1&acct=6371e373-11ff-4359-aa24-bf2ccbddc944

Signed copies should be submitted to Academic Personnel Services and Summer Session.

Not a requirement for current faculty or graduate students.

More information about Temporary Remote Agreements can be found on the Academic Personnel Services website:
https://aps.ucsd.edu/facdev/covid-19/leavefaq.html#Temporary-Remote-Work-Agreement

What's New for 2020?

Remote Teaching

Teaching outside of California means taxes are different.

During onboarding, you may use the language below:

If you are fulfilling your duties remotely from outside of California, you'll need to complete a temporary remote agreement and may want to consult a tax advisor to determine your tax liability for the state in which you are working.

Note: You will need to make sure taxation is set-up properly in UCPath - not subject to CA tax withholding. They may be subject to state income tax in the state where they are working.

Job Aid is on the way.

What's New for 2020?

Remote Teaching

Considerations for International Faculty

International faculty teaching outside of the U.S.
- No visa required
- In UCPath - make sure income tax is not withheld.
- Make sure they have a bank account for payment.

International faculty coming to the U.S.
- Need a visa
- In UCPath - make sure tax is withheld and/or they receive treaty benefits.
- Make sure they have a bank account for payment.

International faculty already here and staying for Summer Session
- J visa status - no additional steps needed.
- H, TN, E3, O-1 visa status - contact IFSO to see if an amended petition is required.

For more information, please contact the International Faculty & Scholars office at https://ifso.ucsd.ehttps://ifso.ucsd.edu/du/.

What's New for 2020?
Remote Teaching

Payroll Issues for International Faculty

Per UCOP - Required payroll forms for International Remote Instructors

- No I-9
- Oath - Required for U.S. Citizens. Non-U.S. Citizens, including permanent residents and non-resident aliens, do not complete the Oath.
- Patent - Required for all employees

From the UCPC Tax Team

- UCPath is set-up to handle taxes for International Hires
- They have drafted self-service processes that set-up taxes for International Hires
- They are beginning development of UPK training materials.
- Training will go into a new folder called **Employee Actions: International Hire Taxes** in the **Self Service Help Library**.

What's New for 2020?

Perfect Storm ⚡

All Courses must be delivered remotely - using Canvas, Zoom, etc.

New Instructors Will NOT Have Access to Campus Systems Until They Are Hired in UCPath and get a new Employee ID.

Repeat lecturers from last summer MAY NOT have migrated into UCPath. Those rehires will actually be NEW HIRES in UCPath. Good news - their system access should be okay without a UCPath position/job. (We are activating them in ISIS on the backend because they already have a PID.)

All New Hires will be routed to UCPC for approval - additional 4 days of processing time IF all the info is correct.

Session 1 starts on June 29th.

What's New for 2020?

Canvas

Early Access

Early Access to Canvas for New Instructors
Consider for NEW Session 1 instructors.

Dean or Chair's office can send an email to canvas@ucsd.edu with the following information for each temp instructor:

1. First and Last Name
2. A direct email to send the instructor their Canvas account credentials
3. Course department, Course number(s), and Sections (if using sections)

- This temporary login will expire.
- Any Canvas content created with the temporary login will stay with the instructor.
- Third-party tools that integrate with Canvas (Kaltura, Zoom, etc.) may have data loss or errors when the temporary login expires.
- Important to start using official AD credentials as soon as they are available.

Contact the Canvas team for more info at canvas@ucsd.edu.

What's New for 2020?
Podcasting

Classroom Space is available for Podcasting

Instructors can request classroom space to podcast their Summer Session lectures at https://podcast.ucsd.edu/info/ .

Requests were due 5/22/20.

New instructors who do not have their UCSD AD login yet can still request classroom space for podcasting. Please download the podcast request form here:
https://summersession.ucsd.edu/_files/Announcement%20Flyers/Podcasting_Agreement.pdf

Email the completed form to Summer Session at summer@ucsd.edu.

Friendly Reminder

Ladder Rank Faculty & LSOE/LPSOE cannot earn more than 1/9th annual salary per month.

You will need to spread payments for faculty teaching two courses in the same session.

Payment for two courses is 17% annual salary
1/9th is about 11% annual salary

Pay 1/9th the first month, and the rest in the following month.

Faculty teaching 4 courses can earn up to 3/9ths over 3 months:
1/9th in July
1/9th in August
1/9th in September

Don't Worry about the Math

Make sure the ISA is up to date with your courses & instructors!
https://instructionalscheduling.ucsd.edu/

Summer Session has calculated the course salaries & pay dates.

Payroll worksheets will be uploaded to your department folder on OneDrive.

https://go.ucsd.edu/3cPRUEF

If you need OneDrive access, email Lisa Bargabus at summer-payroll@ucsd.edu .

Getting Started in UCPath

Organize Your Instructors into "Buckets"
The payroll process will be different for each bucket.

Ladder Rank Faculty, LSOE/LPSOE	New Lecturers	Returning Lecturers
Lecturers with AY & FY Appointments (FY staff or academics)	Faculty from another UC campus	Graduate Students

Ladder Rank Faculty & LSOE

Refer to the Job Aids:

How to Process Summer Salary for Professors and LSOE.

How to Submit One-Time and Recurring Additional Pay.
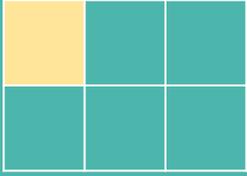
Job Aid: [How to Process Summer Salary for Professors and LSOE](#).

Pre-Processing Steps for Departments:

1. Ensure the faculty member's summer salary does not exceed the 3/9ths limit from all sources, and does not exceed 1/9th per month.

2. Enter all teaching and research summer salary; faculty administrative summer salary will be initiated by the department that houses the administrative position.

3. Coordinate with other departments/units that may be funding a portion of the summer salary.

4. Make sure the faculty has accepted their offer.

5. Review spreadsheet from Summer Session with payment dates and amounts.

6. Submit transaction in time for approval before the Employee Data Change deadline on the Payroll Processing Calendar:
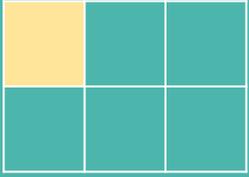   https://ucpath.ucsd.edu/_files/training/2020-UCPath-Payroll-Calendar.pdf

Ladder Rank Faculty & LSOE

Refer to the Job Aids:

How to Process Summer Salary for Professors and LSOE.

How to Submit One-Time and Recurring Additional Pay.

UCPath Steps: Use Additional Pay on Existing Appointment - <mark>After July 1st</mark>

Wait until after July 1st. Add funding for the Summer Teaching pay on the employee's existing position using earn code ACS.

Use **PayPath** to enter Summer Teaching salary as a flat-rate amount on the **Additional Pay** tab:

1. Earnings Code = **ACS**
2. Pay Period **Begin and End Dates.**
   - Session 1: 7/1/20 - 7/31/20
   - Session 2: 8/1/20 - 8/31/20
3. Pay Period Amt = Amount that will be issued each month.
   (For different amounts each month, enter as separate one-time additional pay rows.)
4. Reason = **New Additional Pay**
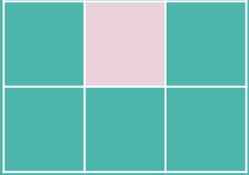5. **Goal** = The total amount you want to pay over the earnings period.

Safety Net - Use BOTH **Earnings End Date** and **Goal Amount**.

New Lecturers

Refer to Job Aids:

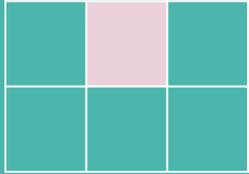How to Process Payments for Lecturers in Summer Session

How to Create a Position

How to Create Position Funding

How to Initiate a Full Hire Template Transaction

How to Submit One-Time and Recurring Additional Pay

Job Aid: How to Process Payments for Lecturers in Summer Session

Pre-Processing Steps for Departments:

1. Make sure the Lecturer has been approved to teach and accepted their offer.

2. Review spreadsheet from Summer Session with payment dates and amounts.

3. Ensure the Lecturer's summer salary does not exceed the 3/9ths limit from all sources.

4. Submit transaction in time for approval before the Employee Data Change deadline on the Payroll Processing Calendar: https://ucpath.ucsd.edu/_files/training/2020-UCPath-Payroll-Calendar.pdf

New Lecturers

UCPath Steps: Create a New Position, Hire the Person, Wait, <mark>Submit Additional Pay after July 1st</mark>

Step 1: Create a Position (Chair)

1. Create a position using the **Job Code = 001550** and **FTE = 0**

2. Add funding for the new position using a Blank Earn Code row or rows; all earnings will be from the **ASN Earn Code**

Step 2: Hire the Lecturer using the **New Hire** template (Add Person).

On the **Job Data** tab:
- The Job Compensation section should be left blank; do not enter any **Comp Rate Codes** or **Amounts**
- When you save the transaction, the system will warn you that FTE is 0; click **OK**

Do not enter additional pay on the **Additional Pay** tab
- You must wait until the day after the Hire template has been approved by the UCPC before entering the additional pay
- An overnight process runs after approval to assign the appropriate **Pay Group** that determines the **Earn Codes** an appointee may be paid on
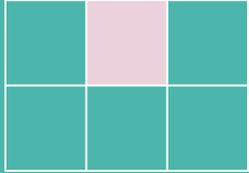
Refer to Job Aids:

How to Process Payments for Lecturers in Summer Session

How to Create a Position

How to Create Position Funding

How to Initiate a Full Hire Template Transaction

How to Submit One-Time and Recurring Additional Pay

A Note about Dates to Use for Positions and Hire Templates

Position Dates
It is recommended that Positions be set-up to begin a month before the anticipated hire date.

> *That gives us sufficient effective dated rows if position corrections are necessary before the individual begins.*
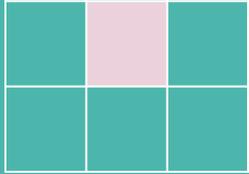
Hire Template Dates
Effective date = The hire date/beginning of the summer pay period.
Expected job end date = Last day of the pay period the employee will be paid.

You may note the summer service dates in the comments.
(We don't show service dates in UCPath like we did in PPS.)

New Lecturers

UCPath Steps: Create a New Position, Hire the Person, Wait, Submit Additional Pay (continued)

Step 3: Wait until after July 1st. We also need to wait until the day after the Hire template has been approved by UCPC.

Step 4: Use **PayPath** to enter Summer Session course salary on **Additional Pay** tab.

1. Earnings Code = **ASN**
2. Pay Period **Begin and End Dates.**
   - Session 1: 7/1/20 - 7/31/20
   - Session 2: 8/1/20 - 8/31/20
3. Pay Period Amt = Amount that will be issued each month.
   (For different amounts each month, enter as separate one-time additional pay rows.)
4. Reason = **New Additional Pay**
5. **Goal** = The total amount you want to pay over the earnings period. (from begin date to end date)

Safety Net - Use BOTH **Earnings End Date** and **Goal Amount**.

Returning Lecturers

Refer to Job Aids:

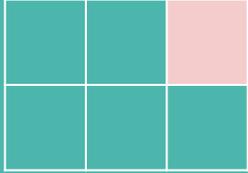How to Process Payments for Lecturers in Summer Session

How to Create a Position

How to Create Position Funding

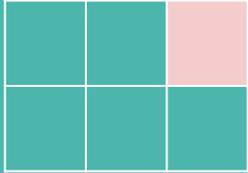How to Initiate a Full Hire Template Transaction

How to Submit One-Time and Recurring Additional Pay

Job Aid: How to Process Payments for Lecturers in Summer Session

Pre-Processing Steps for Departments:

1. Is the returning Lecturer in UCPath? (Do they have a new employee ID?) If not, you need to hire them as NEW Lecturer. ⭐

2. Make sure the Lecturer has been approved to teach and accepted the offer.

3. Review spreadsheet from Summer Session with payment dates and amounts.

4. Make sure the Lecturer's summer salary does not exceed the 3/9ths limit from all sources.

5. Submit transaction in time for approval before the Employee Data Change deadline on the Payroll Processing Calendar: https://ucpath.ucsd.edu/_files/training/2020-UCPath-Payroll-Calendar.pdf

Returning Lecturers

Refer to Job Aids:

How to Process Payments for Lecturers in Summer Session

How to Create a Position

How to Create Position Funding

How to Initiate a Full Hire Template Transaction

How to Submit One-Time and Recurring Additional Pay

UCPath Steps: Create a New Position, Rehire the Person, Wait, Submit Additional Pay after July 1st

Step 1: Create a Position (Chair)

> 1. Create a position using the **Job Code = 001550** and **FTE = 0**
>
> 2. Add funding for the new position using a Blank Earn Code row or rows; all earnings will be from the **ASN Earn Code**

Step 2: Hire the Lecturer using the **Rehire** template.

Step 3: Wait until after July 1st. We also have to wait until the day after the Hire template has been approved by UCPC.

Step 4: Use **PayPath** to enter Summer Session course salary on **Additional Pay** tab.

1. Earnings Code = **ASN**
2. Pay Period **Begin and End Dates.**
   - Session 1: 7/1/20 - 7/31/20
   - Session 2: 8/1/20 - 8/31/20
3. Pay Period Amt = Amount that will be issued each month.
   (For different amounts each month, enter as separate one-time additional pay rows.)
4. Reason = **New Additional Pay**
5. **Goal** = The total amount you want to pay over the earnings period. (from begin date to end date)

Lecturers with AY & FY Appointments

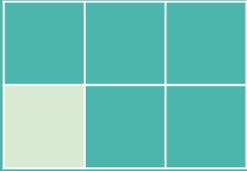
Refer to Job Aids:
How to Process Payments for Lecturers in Summer Session

How to Create a Position

How to Create Position Funding

How to Initiate a Full Hire Template Transaction (refer to instructions on tabs included in the Concurrent Hire Template)

How to Update Position Data for a Filled Position

How to Submit One-Time and Recurring Additional Pay

Job Aid: [How to Process Payments for Lecturers in Summer Session](#)

Pre-Processing Steps for Departments:

1. Make sure the Lecturer has accepted the offer.

2. Review spreadsheet from Summer Session with payment dates and amounts.

3. Make sure the Lecturer's summer salary does not exceed the 3/9ths limit from all sources.

4. Submit transaction in time for approval before the Employee Data Change deadline on the Payroll Processing Calendar:
   https://ucpath.ucsd.edu/_files/training/2020-UCPath-Payroll-Calendar.pdf

Lecturers with AY & FY Appointments

Refer to Job Aids:

How to Process Payments for Lecturers in Summer Session
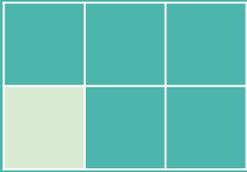
How to Create a Position

How to Create Position Funding

How to Initiate a Full Hire Template Transaction (refer to instructions on tabs included in the Concurrent Hire Template)

How to Update Position Data for a Filled Position

How to Submit One-Time and Recurring Additional Pay

Job Aid: How to Process Payments for Lecturers in Summer Session

Excerpt from the Zoom-a-Day on Summer Salary:

A Unit 18 Lecturer appointed on the 09/12 basis (pay period 7/1-6/30) may work as a Lecturer in Summer Session. Though the pay periods will overlap, the service periods will not. In such cases, the Lecturer in Summer Session would be processed as a Concurrent Hire. The standard 3/9ths summer salary limit for academic year appointees would apply.

UCSa

UCPath Steps: Lecturers with **AY Appointments**

Step 1: Create position; J**ob Code =001550** and **FTE=0**.

Step 2: Hire the Lecturer using the **Concurrent Hire** template.

Step 3: Use PayPath **after July 1st** to enter Summer Session course salary on **Additional Pay** tab.

1. Earnings Code = **ASN**
2. Pay Period **Begin and End Dates.**
   Session 1: 7/1/20 - 7/31/20 and Session 2: 8/1/20 - 8/31/20
3. Pay Period Amt = Amount that will be issued each month.
4. Reason = **New Additional Pay**
5. **Goal** = The total amount you want to pay over the earnings period. (from begin date to end date)

Safety Net - Use BOTH **Earnings End Date** and **Goal Amount**.

Lecturers with AY & FY Appointments

Refer to Job Aids:
How to Process Payments for Lecturers in Summer Session
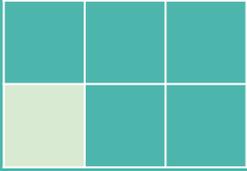
How to Create a Position

How to Create Position Funding

How to Initiate a Full Hire Template Transaction (refer to instructions on tabs included in the Concurrent Hire Template)

How to Update Position Data for a Filled Position

How to Submit One-Time and Recurring Additional Pay

Job Aid: [How to Process Payments for Lecturers in Summer Session](#)

UCPath Steps: Staff or FY Academics as Lecturers - Use **Concurrent Hire** template

Special Handling Required for FY Appointments

- Process the hire using the **Concurrent Hire** template.
- The **FTE** of the staff or FY academic job must be <u>reduced</u> during the summer service period dates by an amount equivalent to the teaching contract appointment percentage.

  Note: FTE on the Lecturer in Summer Session position/job in UCPath will remain 0 since the payment is being issued via Additional Pay.

- Alternatively, FY academics may choose to forfeit accrued vacation leave, equivalent to the Summer Session payment amount, in lieu of reducing their **FTE**
  - Contact Summer Session if that option is requested for assistance calculating the required vacation leave forfeiture.
  - This option will only be allowed if the employee has already accrued a sufficient vacation balance prior to the beginning of the teaching contract.

Tips from Zoom-a-Day Session on Summer Salary:

## Lecturers in Summer Session

UC Path

ALL LECTURERS

1. Create position; **Job Code = 001550** and **FTE = 0**
2. Add position funding
3. Submit hire template; <u>do not</u> enter Compensation
4. Set up additional pay in PayPath with **Earn Code = ASN**

Remember

- If prorated amounts are needed, these must be entered as separate one-time additional pay rows
- Enter **Job Data Comments** that explain the action
- <u>Do not enter additional pay</u> on the **Additional Pay** tab in the Hire templates
- You cannot delete a pending one-time payment or completely stop a new recurring additional pay on your own; Please contact the Rapid Response Center for assistance.

Faculty from other UC Campuses
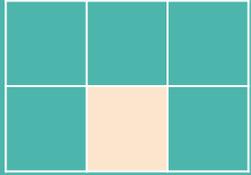
Steps for Departments:

1. Make sure the Faculty has been approved to teach and accepted their offer.

2. Coordinate with Academic Personnel for next steps.

Graduate Student Employment

Summer Session Payroll

Graduate Student Employment

General Employment Policy

- No need to wait for the May employment email from Graduate Division

- 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-2020

General Employment Policy (continued)

- Only enter approved appointments into UCPath
  - What if the class gets cancelled?
    - Student will move to a different job - Intralocation v Interlocation Transfer
    - Student will not move to a different job (no employment) - Freeze unfilled position OR create a case with UCPC to correct history and remove hire

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

UC Path

This job aid describes how to initiate summer payments to Graduate Student employees in the following titles:

- Associate In
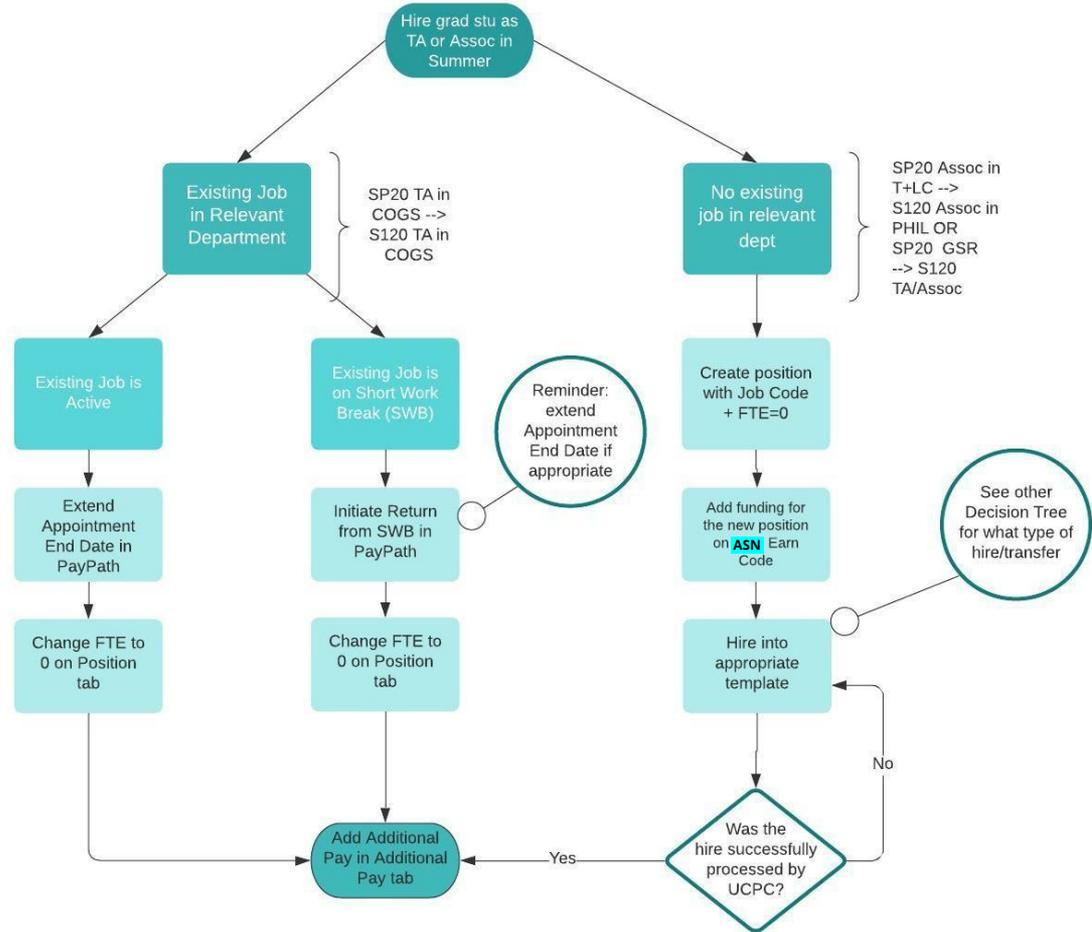- Teaching Assistant (TA)
- Reader/Tutor

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*

Summary Session Payroll

Graduate Student Employment

Hire grad stu as TA or Assoc in Summer

Existing Job in Relevant Department

SP20 TA in COGS --> S120 TA in COGS

No existing job in relevant dept

SP20 Assoc in T+LC --> S120 Assoc in PHIL OR SP20 GSR --> S120 TA/Assoc

Existing Job is Active

Existing Job is on Short Work Break (SWB)

Reminder: extend Appointment End Date if appropriate

Create position with Job Code + FTE=0

Extend Appointment End Date in PayPath

Initiate Return from SWB in PayPath

Add funding for the new position on ASN Earn Code

See other Decision Tree for what type of hire/transfer

Change FTE to 0 on Position tab

Change FTE to 0 on Position tab

Hire into appropriate template

Add Additional Pay in Additional Pay tab
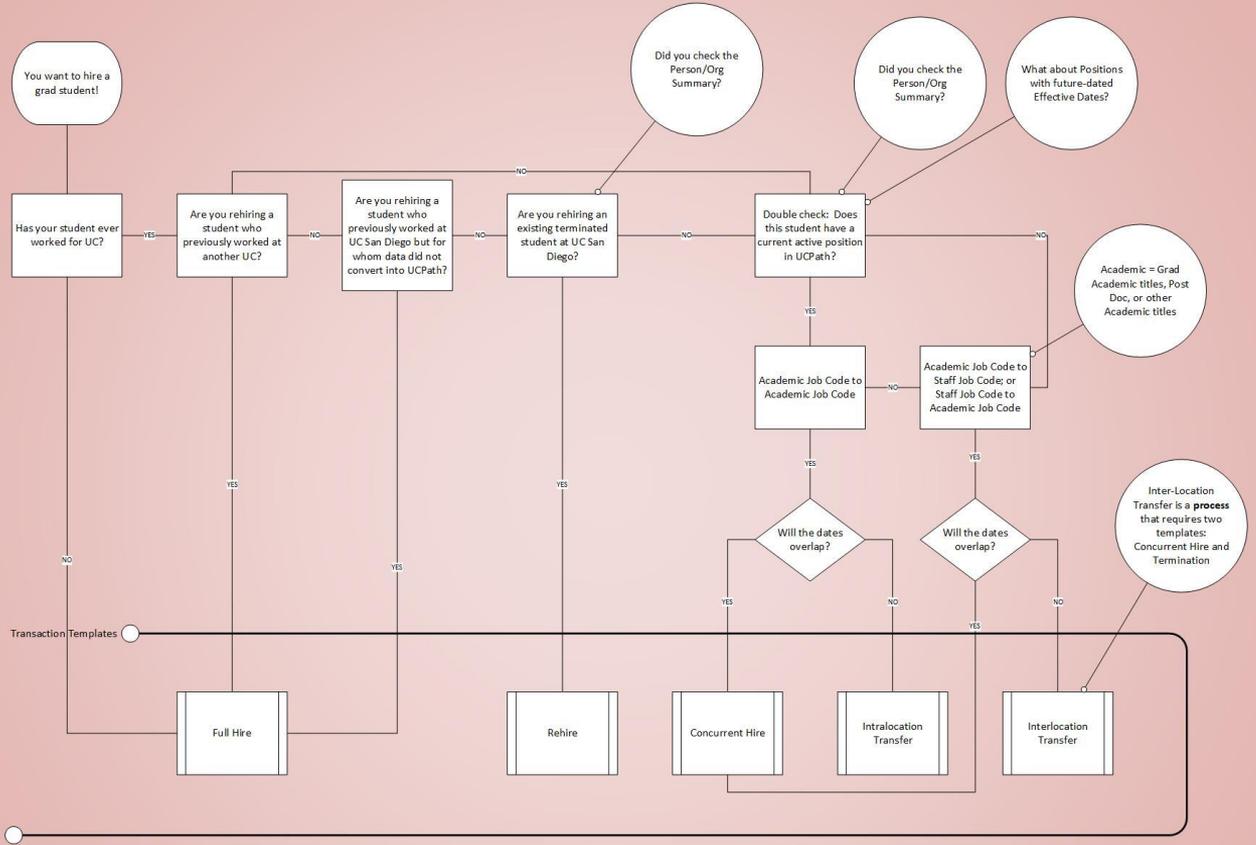
Was the hire successfully processed by UCPC?

Yes

No

Choosing the Correct Template

- Full Hire
- Rehire

UC Path for Graduate Student Employment: Choosing the Correct Template

Choosing the Correct Template

- Concurrent Hire
- Intralocation Transfer
- Interlocation Transfer Process

What 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.

UCPath for Graduate Student Employment: Choosing the Correct Template - Transfers

Hire a student with a current active position in UCPath

Academic Job Code to Academic Job Code? —NO—

Academic Job Code to Staff Job Code; or Staff Job Code to Academic Job Code

YES

Will the dates overlap?

YES — NO

Will the dates overlap?

NO

Concurrent Hire

Intralocation Transfer

Interlocation Transfer Process

YES

Summer Session Payroll

Graduate Student Employment
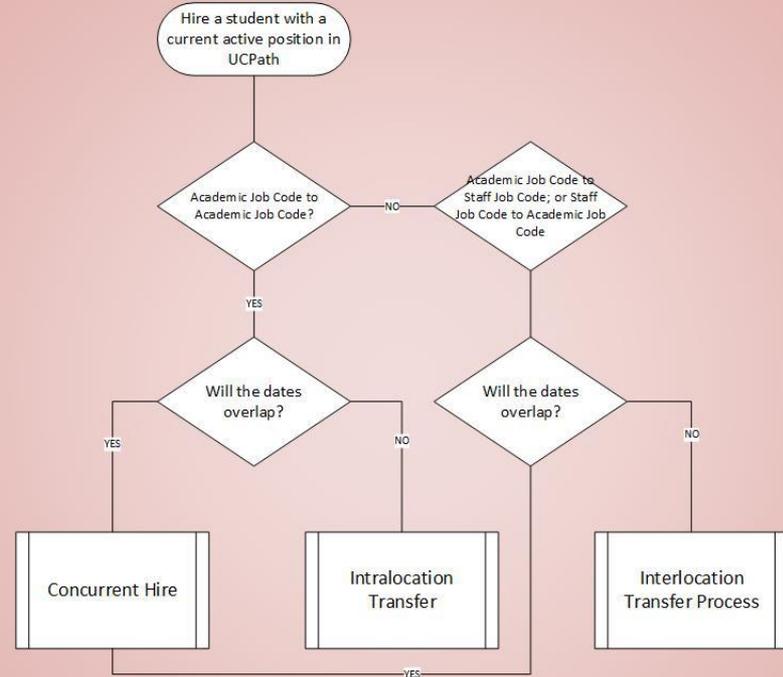
A Few Notes on Short Work Breaks

- Should be used ONLY to bridge students between appointments
- Not the same as GSR WOS

▼ PayPath Transactions

Job Aids
How to Initiate a Short Work Break
This job aid describes how to put an employee on short work break status.
How to Initiate a Short Work Break for Employees With Multiple Jobs
This job aid describes how to put an employee with multiple jobs on short work break status.
How to Return an Employee from Short Work Break
This job aid describes how to return an employee from short work break status to pay status.
How to Return an Employee with Multiple Jobs from Short Work Break
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 starts 08/03, but we're using pay periods only in UCPath

- 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** by 06/29)
- Add SWB effective 07/01

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. Please contact the Rapid Response Center for assistance.

Mass Upload Additional Pay

- Associates
  - We have all the information and we can process for you: rates; approved people
- Teaching Assistants
  - Highly encouraged if you have a large quantity
- We will provide blank spreadsheet with instructions on Collab. Ultimately, we will need:
  - Position numbers
  - UCPath Employee ID
  - Employee Record #
  - Funding information
- You will need to create the Position and hire the person ahead of submitting this info to us
- Timing
  - Positions created, people hired, Google Forms submitted by 07/02

Additional Pay Tab

	Summer Session I	Summer Session II
Effective Date	07/01/2020	08/01/2020
End Date	07/31/2020	08/31/2020

Earnings Code: ASN

Pay Period Amt: The amount that will be issued __each month__ (will not prorate)

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

FTE: Change FTE to 0

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)

Position Data | Job Data | Additional Pay Data

EMP NAME   Employee   Empl ID   XXXXXXXX

New Additional Pay   Find | View All   First 1 of 1 Last
*Earnings Code: ASN
Effective Date   Find | View All   First 1 of 1 Last
*Effective Date: Pay Begin
Payment Details   Find | View All   First 1 of 1 Last
Addl Seq #:   1
End Date: Pay End   Reason: Not Specified
Pay Period Amt: Monthly amount
Goal Amount: Total amount   Goal Balance:
Prorate Additional Pay
Applies To Pay Periods
☑ First   ☐ Second   ☐ Third

Job Information
Employee Type: Salaried   Standard Hours: 20.00
Compensation Rate: $2,490.001900   Frequency:
Default Job Data
Position: XXXXXXXX   Job Title Description
Business Unit: SDCMP   UC San Diego Campus
Department: 000337
Job Code: 00XXXX   Job Title Description
FTE: 0.000000
Employee Status: Active   Expected Job End Date: 06/30/2020

Save for Later   Save And Submit   Cancel   Upload \ View Supporting |

Transaction ID   NEW
Workflow Status   Apprvl Prc
Request Status   In Progress
Initiator's Comments   See Comment Template
User ID   80000023

Return to Search

Title Code 2310 Teaching Assistant (TA)   1st Session (6/29/20 – 8/1/20) - Pay date 7/31/20

| Position Data | Job Data | Additional Pay Data |

EMP NAME   Employee   Empl ID   XXXXXXXX

New Additional Pay   Find | View All   First ◄ 1 of 1 ► Last

*Earnings Code: [ ] **ASN** [   ] 🔍   ⊞ ⊟

Effective Date   Find | View All   First ◄ 1 of 1 ► Last

*Effective Date: **07/01/20** 📅   ⊞ ⊟

▾ **Payment Details**   Find | View All   First ◄ 1 of 1 ► Last

Addl Seq #:   1   ⊞ ⊟

End Date: **07/31/20** 📅   Reason: **New Add'l Pay**

Pay Period Amt: **$3,320**

Goal Amount: **$3,320**   Goal Balance:

☑ Prorate Additional Pay

Applies To Pay Periods

☑ First   ☐ Second   ☐ Third

Title Code 1506 Associates-In   2nd Session (8/3/19 – 9/5/19) - Pay date 9/1/20

Position Data	Job Data	Additional Pay Data

EMP NAME

Employee

Empl ID   XXXXXXXX

New Additional Pay   Find | View All   First ◄ 1 of 1 ► Last

*Earnings Code: [ ] **ASN** [ ] 🔍   [+] [−]

Effective Date   Find | View All   First ◄ 1 of 1 ► Last

*Effective Date: **08/01/20** [📅]   [+] [−]

▼ **Payment Details**   Find | View All   First ◄ 1 of 1 ► Last

Addl Seq #:   1   [+] [−]

End Date: **08/31/20** [📅]   Reason: **New Add'l Pay**

Pay Period Amt: **$4,626**

Goal Amount: **$4,626**   Goal Balance:

☑ Prorate Additional Pay

Applies To Pay Periods

☑ First   ☐ Second   ☐ Third

Transaction Comments

Scenario	Associates-in	Teaching Assistant
Full Hire /Rehire /Concurrent Hire	[Hire] effective 07/01/20. Summer Session I, Associate-In, 50.00% (0.00% FTE, flat-rate paid on Additional Pay). Course Dates: 06/29-08/02. Course Payment: $4626.	
Extend End Date + FTE Change **(Use these comments if you will enter Additional Pay at a later time or submit for mass upload action)**	Extend End Date effective [07/01/20] to [07/31/20]. Change FTE effective [07/01/20] from [50.00%] to 0.00%.	
Extend End Date + FTE Change + Additional Pay	Extend End Date effective [07/01/20] to [07/31/20]. Change FTE effective [07/01/20] from [50.00%] to 0.00%. Additional Pay effective 07/01/20-07/31/20. Pay Period/Goal Amount: $4626.	
Additional Pay **(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 07/01/20-07/31/20. Pay Period/Goal Amount: $4626.	

Transaction Comments

Scenario	Reader	Tutor
Full Hire /Rehire /Concurrent Hire	[Hire] effective 07/01/20. Summer Session I, Reader, 50.00%. Course Dates: 06/29-08/02.	
Extend End Date + FTE Change	Extend End Date effective [07/01/20] to [07/31/20]. Change FTE effective [07/01/20] from [50.00%] to [25.00%]	
Extend End Date + FTE Change + Additional Pay	N/A	N/A
Additional Pay	N/A	N/A

Tips for Processing Summer Employment

Tales from the Cutover

- Gather data before you begin
  - Empl ID
  - Reports to (Position number from UCPath)
  - Mapped index information
  - Your transactor role and the people in your AWE
  - Job aids
- Add Comments to all the fields
- Start as soon as possible!

Help for Graduate Student Appointments

- [Graduate Student Employment](#)
- [UCPath for Graduate Student Employment](#)
- Graduate Division Office Hours

Rapid Response Center

Need Help? We are here for you.

To assist you during the transition to UCPath, UC San Diego has established a Rapid Response Center (RRC) team to address employee and transactor needs. The RRC team is comprised of UCPath experts from UC San Diego and UC Office of the President. You can submit a ticket to UCPath Support, open a live chat or call the RRC team to get assistance. This team is dedicated to supporting you during this transition and will:

- Assist in resolving pay-related issues
- Answer questions from employees
- Provide guidance and support to transactors
- Escalate time-sensitive issues to Quality Care Unit at the UCPath Center

The Rapid Response Center Opens June 1st.

https://ucpath.ucsd.edu/need-help/index.html

Where to go with a problem or question:

- UCPath Training Hub
- Videos on Demand – Review Resources
- UC San Diego Job Aids
- Survival Kit
- **Rapid Response Center (RRC)** — UC San Diego's local support center

Submit a ticket to UCPath Support

Chat with the Rapid Response Center team
Hours: Monday - Friday: 8 am - 4:30 pm / Saturdays: 8 am - 12 pm

Call
858-298-2732
Hours: Monday - Friday: 8 am - 6 pm / Saturdays: 8 am - 12 pm

- **UCPath Center (UCPC)** - Log in to UCPath online self-service portal

Ask UCPath Center **Submit a ticket using AskUCPath button**

Chat with UCPath **Open a Chat**

Call
951-787-5095

Hours
Monday - Friday: 8 am - 5 pm

Where to Find UCPath Help

Submit a Ticket through Service Now

http://support.ucsd.edu

You can submit UCPath questions through Service Now, and a team of our local experts will respond.

1. Go to **support.ucsd.edu**
2. Select **Payroll, Academic Personnel & HR**
3. Select **Get Help & Order Services**
4. In the Categories box on the left side of the page, select **Get Help (UCPath)**
5. Select **Submit a Ticket**
6. In the first field, select I want to…**Make a Request.**
7. Complete the remaining fields with your question. You can also attach screen shots.
8. When you are done, select **Submit**.

Where to Find UCPath Help

Schedule a "How to" Zoom Appointment

https://ucpath.ucsd.edu/for-transactors/index.html

"How To" Zoom Appointments

Reserve 15-minute timeslots to review how to enter or complete a specific transaction. Time-sensitive and pay impacting, the Rapid Response Center (RRC) team should be contacted instead. Slots are released weekly, reserve up to one slot/week. If a small group of department transactors have same question, book one appt and share Zoom info. Reserve a slot

Where to Find UCPath Help

Attend a Weekly Q&A Session by VC Area
Starting June 1st.

https://ucpath.ucsd.edu/for-transactors/index.html

VC Area / Special Population Zoom Sessions

One hour weekly Q&A sessions targeted to VC Area or Special Population served. Share your challenges and get your basic transaction questions answered.

To join a zoom session click on the VC Area name.

Time	Tuesday	Wednesday	Thursday	Friday
8:30 AM	StudWrkrs/WorkStudy Meeting ID: 990 0529 4303	Grad Students Meeting ID: 985 7307 5120	Postdocs Meeting ID: 958 9501 4237	CO/VCSA/VC-ADV Meeting ID: 927 2500 6251
9:45 AM	VCMS-SIO Meeting ID: 928 7779 9562	VC-CFO Meeting ID: 997 0216 3273	VCMS: SIO Meeting ID: 959 3942 8562	VC-CFO Meeting ID: 929 6856 5803
11:00 AM	VCAA-Academic Meeting ID: 931 1590 4309	VCR Meeting ID: 937 5509 3296	VCAA - Staff Meeting ID: 931 8209 5654	VCAA-Academic Meeting ID: 965 0682 5584
12:45 PM	HHR/ARC Meeting ID: 931 0863 0655		HHR/ARC Meeting ID: 984 5295 2042	VCRMP Meeting ID: 930 3987 0662

To join via phone, dial +1 213 338 8477 and enter the meeting ID.

Where to Find UCPath Help

3 Zoom-A-Day Sessions for Summer Salary!

https://ucpath.ucsd.edu/training/review.html

Zoom Session	11:00 - 12:00
Summer Salary (General Campus & SIO) Click to Join Meeting ID: 965 0682 5584	Friday, May 29 Friday, June 5 Friday, June 12

To join via phone, dial +1 213 338 8477 and enter the meeting ID.

Where to Find UCPath Help

UCPath Leads

Find your UCPath Lead at:
https://ucpath.ucsd.edu/_files/training/UCPath-Leads.pdf

Who are the UCPath LEADs | 53 Strong!

UC Path

VCAA / VC-EDI
- Cecilia Ozkan
- Jessica Nakashima
- Lawrenz Fortuno
- Ley Clegg
- Melissa Kumler
- Miguel Ramirez
- Patricia Camacho
- Rexi Bonilla-Dayes
- Sandra Dredla
- Sean Smith
- Stephanie Rhoten
- Tara Nadeau
- Vinny Ursillo

VC-CFO / VCADV
- Amber Bareno
- Davyda Johnson
- Jan Waite
- Liz Duenas*
- Kelli Dayton
- Kenia Quiñonez
- Rashmi Umdekar

VCSA
- Jessica Ison
- Heather Ledezma

VCR
- Catherine Schumacher
- Ingrid Pyper

VCRMP
- Mira Dover
- Nelson de Guzman*

VCMS-SIO
- Jamile Johnson
- Michelle Jared

ADV
- Karin McGregor*

APO
- Kelly Maheu

CSC
- Feifei Yu
- Mary Lewis

GME
- Cindy Slaughter
- Tom Arneson

OGSR
- Courtney Aguila
- Kacy Cashatt

OPRSA
- Jennifer Bourque
- Jennie Salomon

PAYROLL
- Kathy Brumfield
- Paul Rodriguez

VCHS

ARC
- Han Ho
- Hillary Winn
- Juana Reyes
- Karla Macias
- Russ Tkebuchava

HHR
- Aimee Christianson
- Alexa Barraza
- Art Cruz
- Dora Castaneda Galvez
- Erica Keller

CENTRAL-HR
- Adam Romero
- Elaine Garrido
- Liz Duenas*
- Karin McGregor*
- Marcele Maia
- Nelson de Guzman*

UC San Diego

Where to Find UCPath Help

UC San Diego GO LIVE Survival Kit

https://ucpath.ucsd.edu/training/survival-kit.html

Where to Find UCPath Help

UC San Diego Job Aids and Quick References

https://ucpath.ucsd.edu/training/job-aids.html

MAY

Getting Ready

Complete UCPath Deadlines calendar is at:

https://ucpath.ucsd.edu/_files/training/2020-UCPath-Payroll-Calendar.pdf

MO	TU	WE	TH	FR
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28 - SS Payroll Roadmap Make sure ISA is up to date.	29 - **NEW** UCPath Summer Salary Zoom 11:00-12:00 (Gen campus & SIO) https://ucpath.ucsd.edu/training/review.html

JUNE

Grad Office Hrs
https://ucsd.zoom.us/j/7250717464

M+W: 1pm - 3pm

T+TH: 9am - 11am

FR: 2pm - 3pm

MO	TU	WE	TH	FR
1 - UCPath opens. Organize instructors into buckets. Gather info you need to hire.	2 - Start creating positions for Session 1 Lecturers.	3 - 1st Snapshot for Session 1 SS email depts. classes with low enrollment - HOLD on those hires	4 - Hire New Session 1 Instructors using 0% FTE. Bring questions to Zoom tomorrow	**5** - **NEW** UCPath Summer Salary Zoom 11:00-12:00 https://ucpath.ucsd.edu/training/review.html
8 - S1 Courses cancelled for low enrollment.	9	10 - Download spreadsheet for Assoc-In payments from Grad Div collab site. (Link will be sent via email to the grad list serves.)	11	**12** - **NEW** UCPath Summer Salary Zoom 11:00-12:00 https://ucpath.ucsd.edu/training/review.html
15	16	17	18	19
22 - Payroll worksheets available on OneDrive.	23	24	25	26
29 - Session 1 classes begin.	30			

JULY

Grad Office Hrs
Tues + Thurs
1-3pm

Zoom Link:
https://ucsd.zoom.us/j/3380380304

Meeting ID: 338 038 0304

UCPath Processing Deadlines

https://ucpath.ucsd.edu/_files/training/2020-UCPath-Payroll-Calendar.pdf

MO	TU	WE	TH	FR
		1	2 - Info due to Grad Div for Session 1 Payments - (for mass upload)	3 - Holiday. No Classes.
6 - Start creating Additional Pay for 7/31/20 pay date EXCEPT for Assoc-Ins, contingent salaries, and Hires pending UCPC approval	7 - 2nd Snapshot for Session 1. Increase contingent payments if eligible.	8 - 1st Snapshot for Session 2. SS email depts. classes with low enrollment - HOLD on those hires	9 - Hire New Session 2 Lecturers using 0% FTE.	10 - Final Session 1 worksheets on OneDrive. Add additional pay for any increase to contingent salaries.
13 - S2 courses cancelled for low enrollment.	14	15	16	17
20 - S1 Additional Pay must be APPROVED ⭐	**21 - UCPath S1 PAYROLL DEADLINE 3pm**	22	23	24
27-	28	29 - Prelim. Session 2 payroll worksheets on OneDrive - Enter additional pay in UCPath. EXCEPT for contingent salaries	30	**31 - Session 1 Instructor Pay Date** ⭐

AUGUST

MO	TU	WE	TH	FR
3 - Session 2 classes begin.	4	5	6	7 - Spreadsheet due to Grad Div for Session 2 TA/Assoc-In additional pay mass upload (optional)
10 - 2nd Snapshot for Session 2. Increase contingent payments if eligible.	11	12 - Final Session 2 worksheets on OneDrive. Add additional pay for any increase to contingent salaries.	13	14
17	18	**19 - S2 Additional pay must be APPROVED.** ⭐	20 - **UCPath S2 PAYROLL DEADLINE 3pm**	21
24	25	26	27	28
31	**SEPTEMBER** ⭐ **1 - Session 2 Instructor Pay Date**			

Contacts

Summer Session
Lisa Bargabus
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Academic Personnel
Kelly Maheu
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Graduate Division
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Kacy Cashatt
kcashatt@ucsd.edu

Questions?

We are happy to help!