



While You are Waiting...



Inspired by
Erik Winter-Villaluz

Payroll Training

Summer Session 2022

May 25, 2022

Agenda



UC San Diego

What's New for Summer Session 2022

Processing Payments for Faculty and Lecturers

Processing Payments for Graduate Students

Q & A

Summer Session - Lisa Bargabus

Graduate Division - Courtney Aguila, Dimple Bhatt, & Laura Jimenez

Summer Session 2022

Session	Course Dates	Monthly Pay Date
Session 1 - 5 Weeks	6/27/22 - 7/30/22	8/1/22
Session 2 - 5 Weeks	8/1/22 - 9/3/22	9/1/21
Special - 3 Weeks <i>1 of 3</i>	6/27/22 - 7/16/22	8/1/22
Special - 3 Weeks <i>2 of 3</i>	7/18/22 - 8/6/22	8/1/22
Special - 3 Weeks <i>3 of 3</i>	8/8/22 - 8/27/22	9/1/22
Special - 6 Weeks	7/25/22 - 9/3/22	9/1/22
Special - 8 Weeks	6/27/22 - 8/20/22	8/1/22
Special - 10 Weeks	6/27/22 - 9/3/22	8/1/22

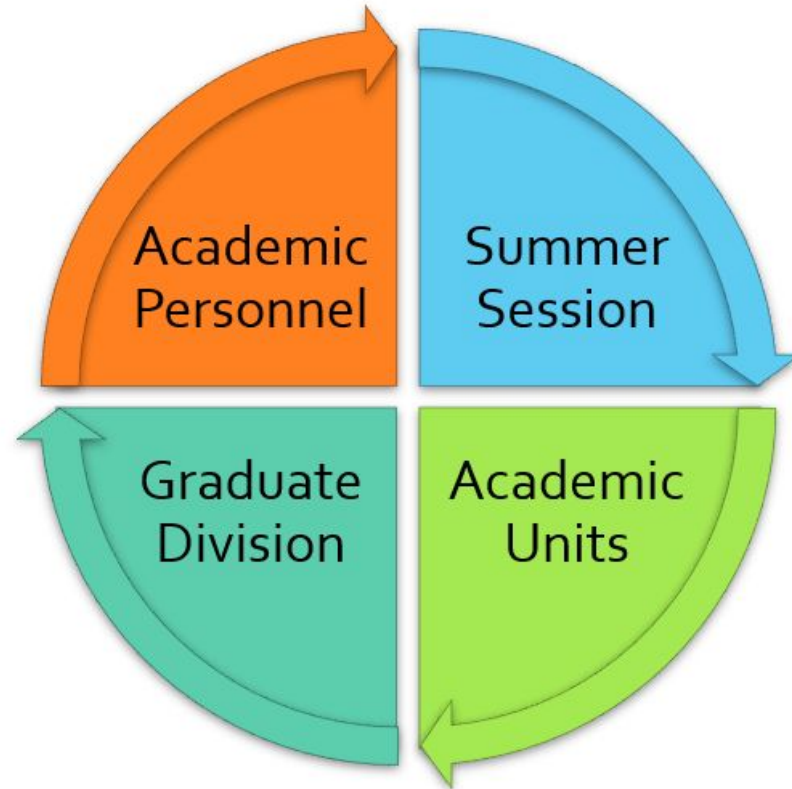
Summer Session 2022 - What's Happening Now?

31,842 enrollments - Down 1% from 2021
 12,796 headcount - Up 0.2% from 2021
 5,001 on waitlists - Up 16% from 2021

*First summer we've had 50/50
 in-person and remote classes!*

APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER
Students Begin Enrolling in Classes.	Enrollment management of the waitlist begins. Student fees assessed.	Session 1 fees due. Session 1 classes begin 6/27/22. Session 2 student fees assessed.	Students: Add/Drop courses Session 2 fees due. Faculty Pay Date 8/1/22. (Session 1 + July Special Sessions)	Session 2 classes begin 8/1/22.	Session ends. Reporting begins Faculty Pay Date 9/1/22 (Session 2 + August Special Sessions)

Summer Session Payroll = Teamwork!



What's New for 2022?

*Teaching &
Learning
Commons is
available for all
Summer
Session
Instructors.*

The Teaching + Learning Commons offers ongoing support as you prepare and teach your course for summer, including:

Individual Teaching Consultations (<http://tinyurl.com/ethconsult>) to explore ideas directly related to your teaching situation.

Comprehensive Course Design Series – June 6-10

<https://www.eventbrite.com/e/course-design-series-spring-2022-tickets204013970277>

Course Prep Power Hours (Fridays from 12-1pm, in-person or Zoom, Spring quarter): Open work time to focus on your course prep, with accountability and support available from Engaged Teaching Hub staff. [Sign up here to be sent location information.](#)

Summer Teaching Community – on Slack: [Join the Summer Teaching Community](#) for access to the latest events and resources, along with access to a Slack space for real-time exchange of questions/ ideas with each other and Engaged Teaching Hub staff

For questions, contact engagedteaching@ucsd.edu.

What's New for 2022?

*FYI - In case
you get asked
about this.*

There was a 1% settlement payment, retro 7/1/19 – 5/31/21, for anyone who was paid as a Unit 18 lecturer during that time.

Labor Relations sent an email to each of the affected employees.

- The “from” was either Labor Relations or Terri Winbush.

Payment was issued as a lump-sum payment by May 14, 2022.

What's New for 2022?

FYI - Commencement of Academic Activity (CAA)

The Department of Education requires that we track that that a student has commenced academic activity in a class for that class to be counted towards eligibility for Title IV aid.

If we don't certify student academic activity every quarter - our campus will be fined.

Academic activity includes:

- Attending class
- Submitting an assignment
- Taking a quiz or an exam
- Participating on a discussion board, or
- Talking with the instructor about the class or subject matter

Starting in Summer Session - The campus has created 2 ways that faculty can certify the students in their classes:

1. Faculty can assign a #FinAid activity in Canvas to their class. When students complete the activity it meets the requirement. The assignment does not need to be graded.
2. Faculty can use a new tool, the Academic Activity Tracking System. A class roster displays and faculty can mark individual students or their entire class.

If students are not certified, they may lose their financial aid.

More details to come - Summer Session will put updates in the Scoop.

Article 23 - Summer Session

What's New for 2022?

Impact of New Unit 18 Contract

- Academic Term Count
 - Summer Session teaching will count as **one credit** towards Continuing status provided:
 - the Lecturer has not taught all three quarters in the previous academic year and;
 - the course is in the same department, program or unit and;
 - the Lecturer requests such credit.

The Lecturer has to ask if they can count Summer Session as one quarter of credit.

Requests will be managed by the academic departments - not Summer Session.

What's New for 2022?

Impact of New Unit 18 Contract

Some Lecturers will be eligible for 403b contributions (3.5% from employee, 3.5% UC employer match)

Change in payroll - We will now use the **ACS Earn Code** for **Lecturers**.

UCPath will determine 403b eligibility by using ACS.

IMPORTANT - If reusing previous Lecturer positions, you **MUST change the funding to use ACS Earn Code**.

What's New for 2022?

Impact of New Unit 18 Contract

Earn Codes for Summer Session

ACS	ASN
Ladder-rank faculty	Recalls
LSOE/LPSOE	Graduate Students (Associates-Ins, TAs, Tutors, etc.)
Lecturers	

Summer Session will include the Earn Codes on the additional pay mass upload worksheets for faculty and lecturers.

Departments need to make sure the funding is set for the correct Earn Code.

What's New for 2022?

Compensation Changes

Summer Session is no longer paying reduced salaries for courses with low enrollment.

- If a course runs, full salary will be paid
- Less workload for staff

Global Seminar courses will now pay 8.5% annual salary per course (instead of \$7,500 fixed payment per course)

Overview of the Financials

How the Financials Work - Funding to Departments

Instructor Pay

Summer Session pays the instructor.
Not part of your department FTE.

TA Allocation

Formula based on number of classes (more than 10 students), total enrollment, and your department TA Load Factor

Incentive Pilot Program

Departments that offer more courses and teach more students than in 2018 will receive

\$1,000 per course + \$25/\$50 per student.

Departments that do not exceed 2018 courses and enrollments receive
\$500 per course + \$13/\$33 per student.

Courses and enrollments will be measured September 6, 2022.

How Instructor Compensation Works

Summer Session Appointments

Teaching 1 Class	50% Appointment
Teaching 2 Classes in the same Session	100% appointment

Maximum number of Summer Session Classes: 4

Full Course Salary

4 Unit Course	8.5% annual salary
1-2 Unit Course	4.25% annual salary

No longer reducing salaries for low enrollment.

Friendly Reminders

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

We 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

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

Other Restrictions

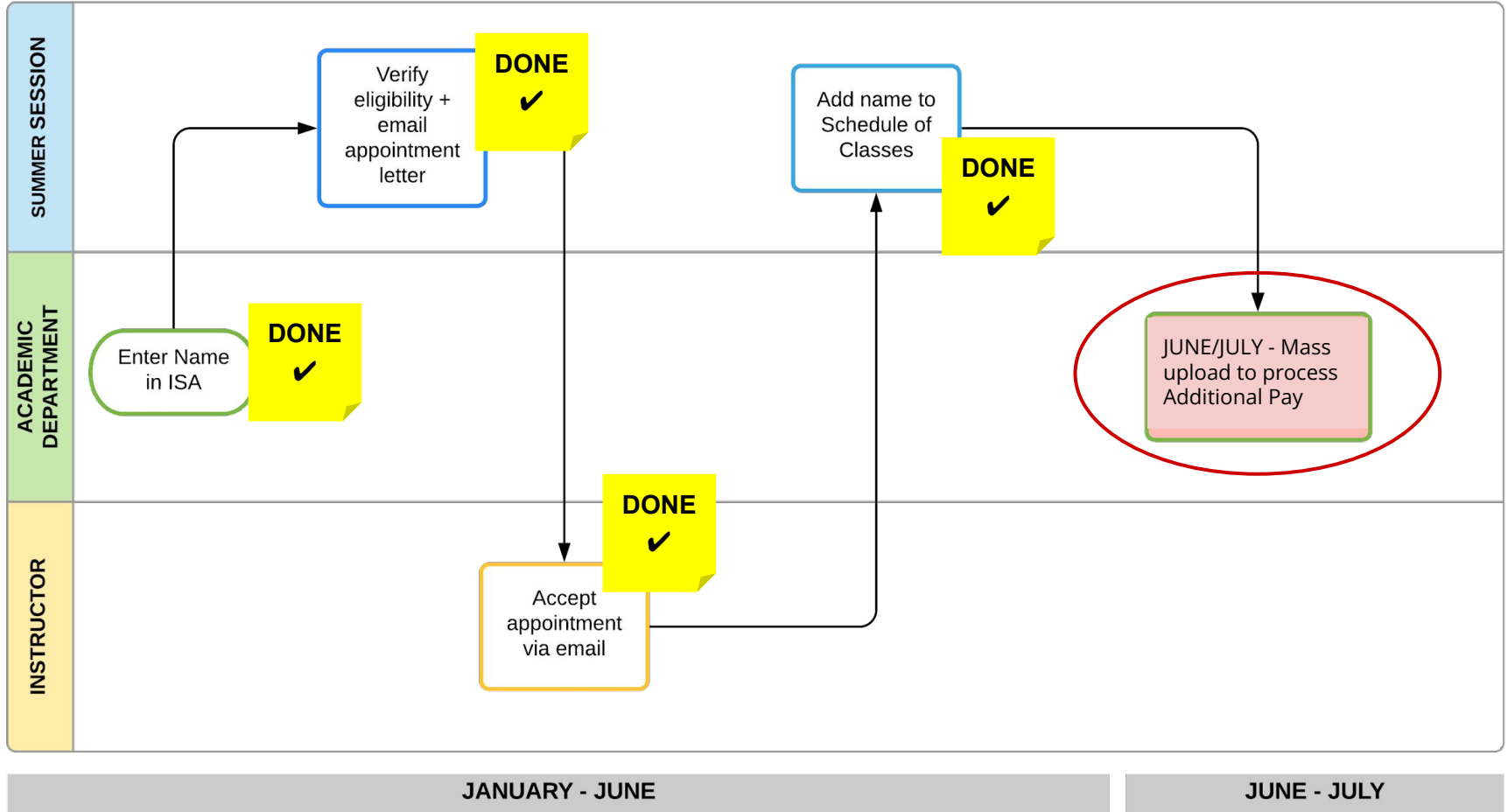
Fiscal Year staff can earn up to 1/12th annual salary in additional Summer Session compensation.

Recall faculty can be paid 43% of their monthly earnings for July-September.

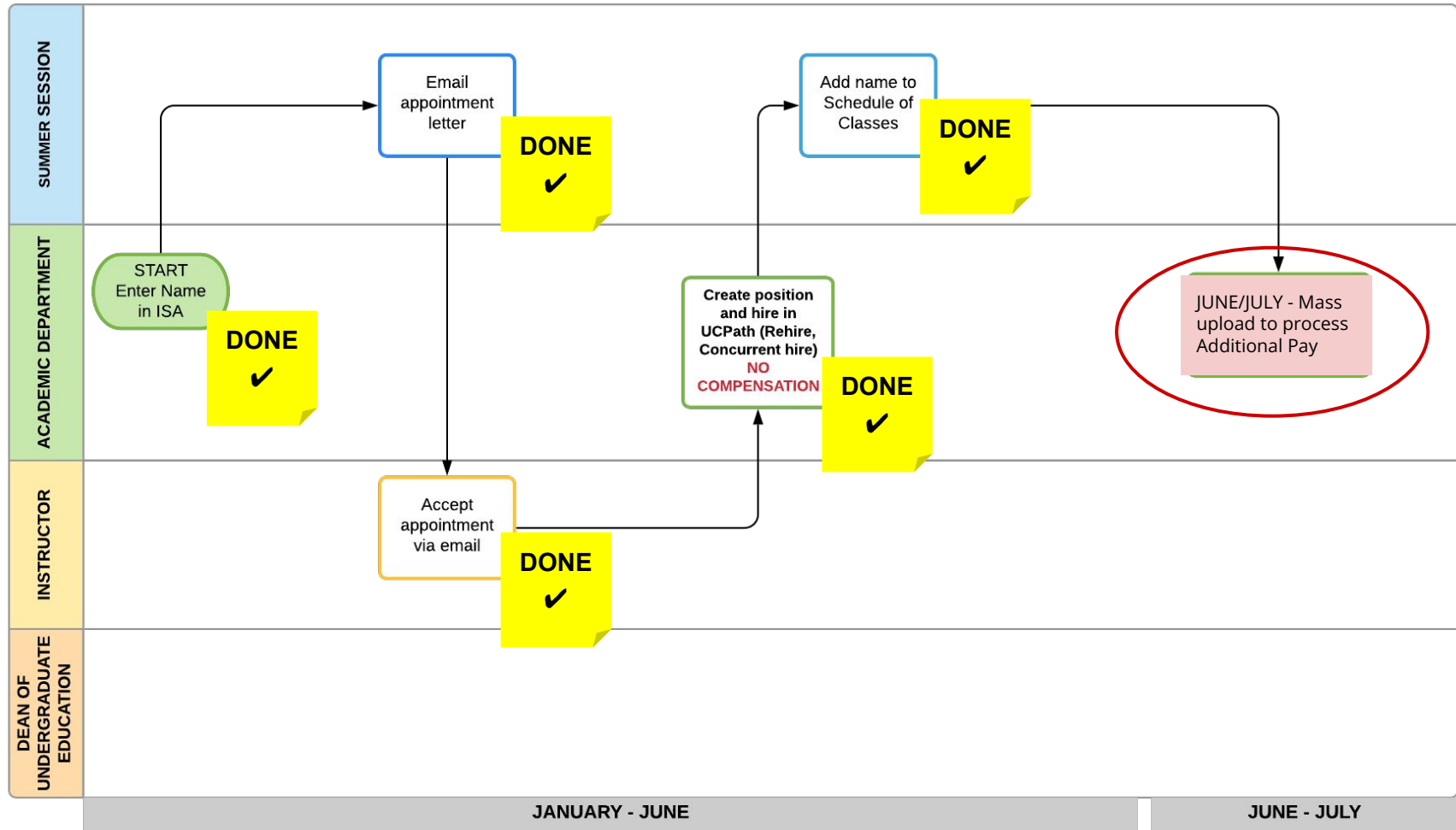
Maximum earnings for all Summer Session instructors who aren't retired - 33% annual salary (3/9ths).

Review: Hiring Faculty, Recalls & Lecturers

Hiring Faculty and LSOE/LPSOE



Hiring Lecturers Who Taught During the 2020-2021 Academic Year



Tips for Summer Session Positions & Hires in UCPATH - LECTURERS

POSITIONS

Reuse Positions from Summer Session 2021.

* You must change the funding to use **ACS Earn Code**.

Start the Position 1 month before the Hire Start Date (to have enough effective dated rows for corrections).

Job Code = 001550

FTE = 0

HIRES

Choose the right template:

New Hire / Rehire / Concurrent Hire - **REHIRE when possible!**

Effective Date = Beginning of summer pay period
7/1/22 or 8/1/22

Expected Job End Date = Last day of pay period they will be paid
7/31/22 or 8/31/22

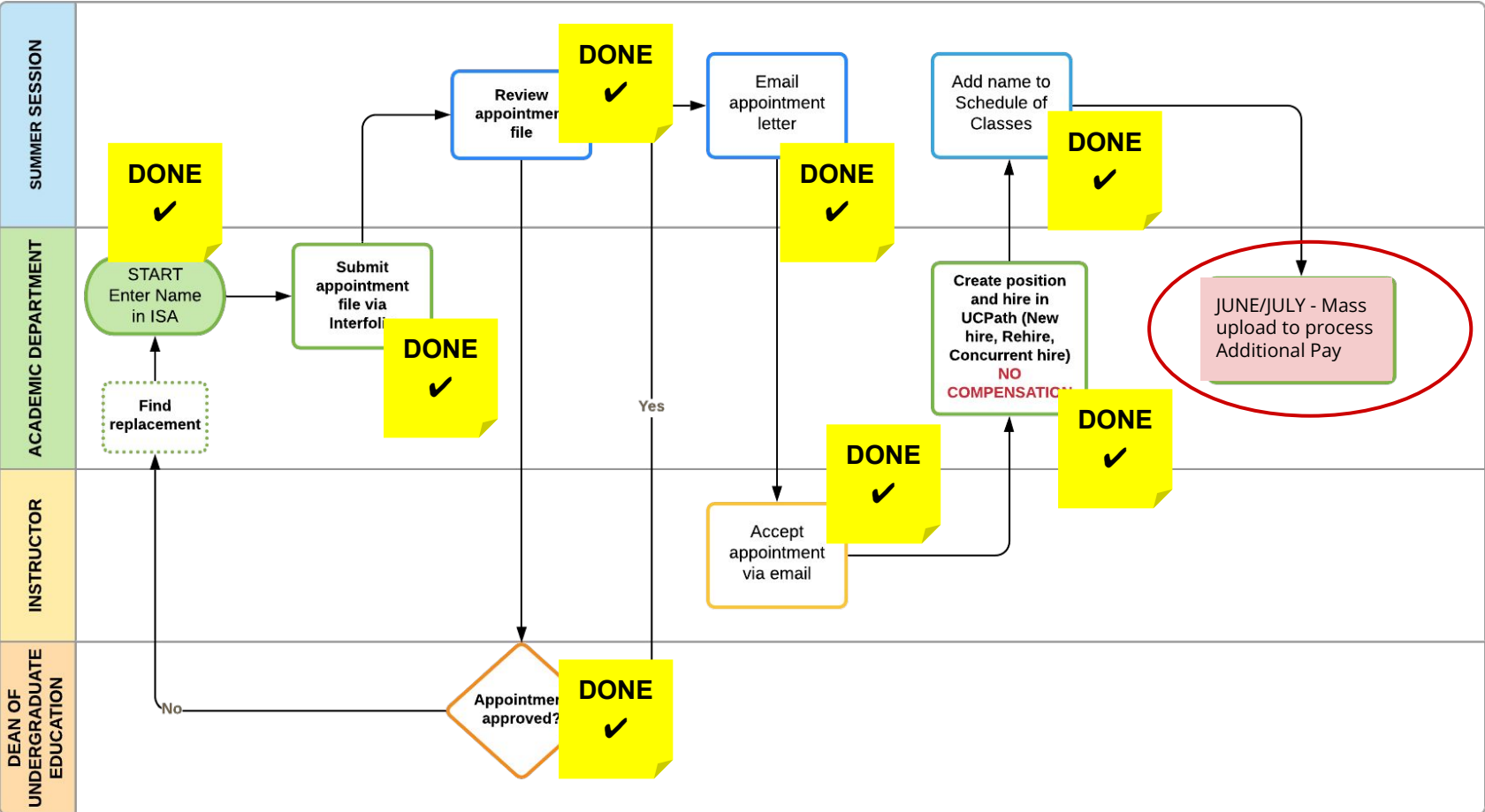
On the **Job Data** tab:

1. Job Compensation section is left blank.
Do not enter any **Comp Rate Codes** or **Amounts**.
2. **FTE** is **0**
3. Note in your **Comments** to UCPC that the job compensation should be 0, and that the Lecturer will be paid via Additional Pay.

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

<https://ucpath.ucsd.edu/transactors/job-aids.html#Template-Transactions>

Hiring Lecturers Who Did Not Teach in the 2020-2021 Academic Year, and Recall Appointees



JANUARY - JUNE

JUNE - JULY

Tips for Summer Session Positions & Hires in UCPath - RECALLS

POSITIONS

Reuse Positions from Summer Session 2021.

* You must change the funding if it differs. Earn Code remains **ASN**.

Start the Position 1 month before the Hire Start Date (to have enough effective dated rows for corrections)

Job Code = 001700

FTE = 0

HIRES

Use **Rehire** Template if taught in same title before (Concurrent Hire if not)

Effective Date = Beginning of summer pay period
7/1/22 or 8/1/22

Expected Job End Date = Last day of pay period they will be paid
7/31/22 or 8/31/22 (9/30/22 if teaching 2 classes)

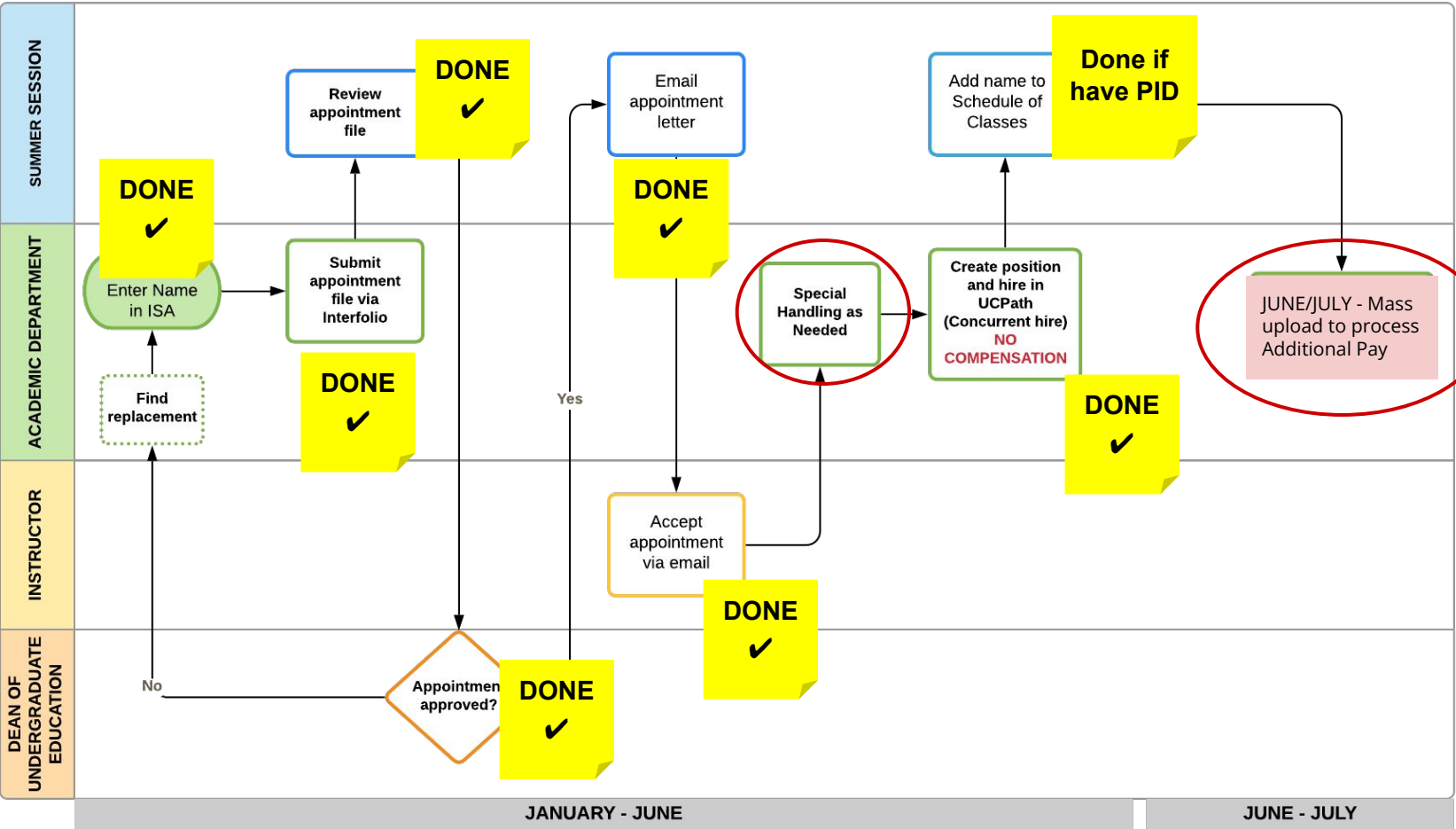
On the **Job Data** tab:

1. Job Compensation section is left blank.
Do not enter any **Comp Rate Codes** or **Amounts**.
2. **FTE** is **0**
3. Note in your **Comments** to UCPC that the job compensation should be 0, and that the employee will be paid via Additional Pay.

Job Aid: How to Process Summer Salary for Professors, LSOE, and Recalls

<https://ucpath.ucsd.edu/transactors/job-aids.html#Template-Transactions>

Hiring FY Appointees (Staff, Postdocs, Researchers), or Faculty from other UCs



Special Handling for FY Appointees

Reduce FTE on current FY appointment to fit a 50% (or 100%) Summer Session teaching appointment during the July or August pay period.

Alternatively, accrued vacation time can be used.

If postdoc is here on a visa, check with the [International Faculty & Scholars Office \(IFSO\)](#).

Certain visas do not allow teaching.

Special Cases - Adjunct Professors

Can teach Summer Session on their current title/job.

However - Special Handling is required if they are without salary.

You need to change the existing Adj Prof job for the Summer Session pay, and then change it back.

1. Remove the UCWOS comp rate and make it a 0 FTE job
2. After the Summer Session additional pay has processed, you will need to change the title/job back to UCWOS comp rate and the correct FTE.

Special Cases - Faculty Teaching Remotely

The program allowing appointees to work internationally with temporary work agreements expired in December 2021 and will not be continued.

Teaching from a state outside of California means that taxes are different. Departments will need to be sure that the taxation is set-up properly in UCPath. Appointees who are working outside of California are advised to consult with their tax professional about their tax liability for the state where they are working.

Special Cases - Visiting Professors

Eligible to teach Summer Session with a Visiting Professor job code

If they have a Visiting Prof appointment ending 6/30/22:

- Extend the end date
- Change the FTE to 0

(Otherwise they will get paid from your department and Summer Session.)

NEW - How We Will Process Additional Pay for Faculty & Lecturers

Mass Upload of Additional Pay for Faculty & Lecturers

Step 1 - Summer Session will fill-in mass upload templates with:

- Instructor Names
- Pay Dates
- Earn Codes
- Payment Amounts
- Notes about payments from other departments, suggested spread for payments, etc.

Mass Upload templates will be uploaded to department folders on OneDrive:

<https://go.ucsd.edu/3cPRUEF>. *Same folder where your appointment letters are uploaded.*

Mass Upload of Additional Pay for Faculty & Lecturers

Step 2 - Academic Departments will fill-in Mass Upload spreadsheet with:

- Job Code
- Employee ID
- Position #
- Notes if the payment suggested by Summer Session needs to be adjusted (like if the faculty is getting other summer salary).

Departments will add **DONE** to the end of the file name and leave on OneDrive:

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

Sample Mass Upload Spreadsheet

Spreadsheets will be in [Department OneDrive folders](#).
 Different Spreadsheet for each Pay Period.

Employee Last Name	Employee First Name	Job Code	Position#	Empl Id	Empl Rcd #	Earnings Begin Dt	Earnings Code	Reason Code	Earnings Amount	Earnings End Dt	Goal Amount	Notes
			CHAR(8)	CHAR(8)	CHAR(3)	MM/DD/YYYY	CHAR(3)	CHAR(1)	S NBR (12)	MM/DD/YYYY	S NBR (12)	
Triton	Tommy	001506	40001220	10000013	0	08/01/2022	ASN	5	4908.00	08/31/2022	4908.00	
Potter	Harry	001550				7/1/2022	ACS	5	5,390	7/31/2022	5,390	
Weasley	Ron					7/1/2022	ASN	5	9,876	7/31/2022	9,876	
Granger	Hermione					7/1/2022	ACS	5	10,618	7/31/2022	10,618	get chart string from History

Departments enter info into the yellow columns.

Departments enter/edit Notes to Summer Session as needed.

Notice the funding is not listed here. That is why departments have to enter the funding manually in UCPATH.

Mass Upload of Additional Pay for Faculty & Lecturers

Step 3 - Academic Departments enter funding into UCPath for each instructor.

Earn Codes - as shown on the Mass Upload template

ACS = Ladder-ranks, LSOE/LPSOE, Lecturers in Summer Session

ASN = Recalls

If faculty are teaching for multiple departments, funding needs to be split accordingly.

Summer Session will list other departments in the Notes column.

“Home” department needs to request chart string from other department.

Mass Upload of Additional Pay for Faculty & Lecturers

Step 4 - Academic Departments can run the Additional Pay Report to verify that payments have been entered and approved.

<http://reports.ucsd.edu>

(under HR/Payroll)

HR/Payroll Make a Request Ask Question / Report Issue Request Access

Cognos Users: If you are having issues accessing or scheduling your reports see our notes on the [Help](#) page.

Filter by Category Filter by Keyword

All Reports Academic Personnel Reports Community Reports Human Resources EDI Reports (Restricted)
Human Resources Reports Human Resources Reports (Restricted) Payroll Accounting and Reconciliation
Payroll and Financial Reports Payroll and Financial Reports (Restricted)

Academic Position Management Audit
This report shows position status to audit position data and to review employee records.

Additional Pay Report
Departments should use this report to monitor end dates for Recurring Additional Pay and decide if it should end as scheduled, be ended early (requires UCPC assistance), or be extended (following appropriate...

Benefit Costs Report
Report provides benefit costs associated with employees' earnings charged to the department.

Deadlines & Timing

Mass Upload Spreadsheets for Faculty and Teaching Professors are not ready, yet.

Courses might be canceled for low enrollment.

Deadlines & Timing

	Summer Session Captures Enrollment	Summer Session Identifies Canceled Classes & Reduced Salaries	Departments can access Mass Upload Spreadsheet on OneDrive	DEADLINE for Departments to complete Mass Upload Spreadsheet on OneDrive
SESSION 1	6/1/22	6/6/22	6/20/22	7/1/22
SESSION 2	7/6/22	7/11/22	7/18/22	8/1/22
SPECIAL SESSION	Varies	Varies	6/20 or 7/18 Depends on pay date	7/1 or 8/1 Depends on the pay date.

To-Do List for Faculty & Lecturer Additional Pay

JULY PAY PERIOD	AUGUST PAY PERIOD	SEPTEMBER PAY PERIOD
<p>Finish hiring Session 1 Instructors ASAP</p> <p>Access Mass Upload Spreadsheet on OneDrive - 6/20/22</p> <p>Fill-in your Spreadsheet</p> <p>Turn-in your filled-in Mass Upload Spreadsheet on OneDrive - 7/1/22 Add "DONE" to the end of the file - so I know you are finished.</p> <p>Assign position funding by 7/19/22.</p> <p>Get chart strings from other departments as needed.</p>	<p>Finish hiring Session 2 instructors ASAP</p> <p>Access Mass Upload Spreadsheet on OneDrive - 7/18/22</p> <p>Fill-in your Spreadsheet</p> <p>Turn-in your filled-in Mass Upload Spreadsheet on OneDrive - 8/1/22 Add "DONE" to the end of the file - so I know you are finished.</p> <p>Assign position funding by 8/19/22.</p> <p>Get chart strings from other departments as needed.</p>	<p>Access Mass Upload Spreadsheet from OneDrive - 7/18/22</p> <p>Fill-in your Spreadsheet</p> <p>Turn-in your filled-in Mass Upload Spreadsheet on OneDrive - 8/1/22 Add "DONE" to the end of the file - so I know you are finished.</p> <p>Assign position funding by 9/19/22.</p> <p>Get chart strings from other departments as needed.</p>

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-2020
- 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

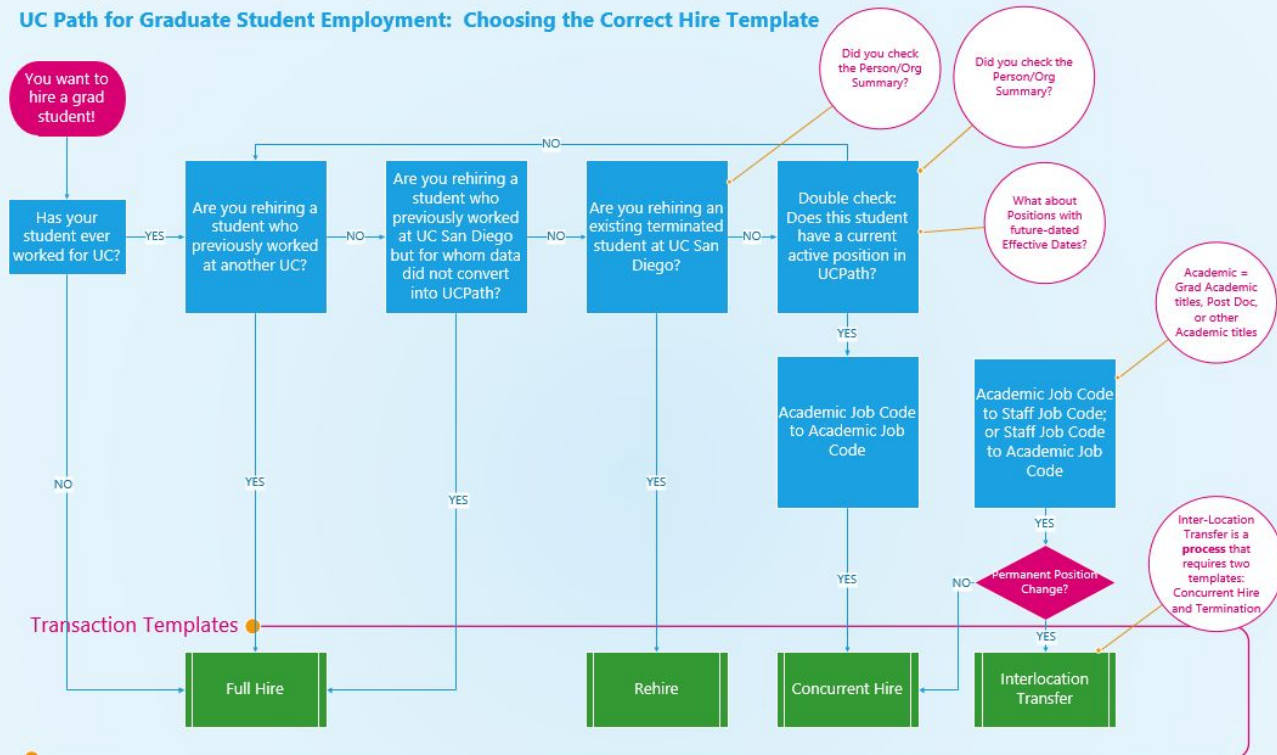
Departments are responsible for:

- 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://collab.ucsd.edu/x/rROYBO>

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

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 08/01, 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 locally** by 06/29)
- Step 2: Add SWB effective 07/01 with expected return date of 08/01

Additional Pay Mass Upload

- https://collab.ucsd.edu/x/iS_YBQ
- 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 Mass Upload Info Session

Info Session on Wednesday, June 15 from 10am - 11am

- Walk-through of the spreadsheet
- Time for Q&A

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.

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: \$2,582.944445 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	07/01/2022	08/01/2022
End Date	07/31/2022	08/31/2022

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 [Redacted] 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: 07/01/2022

Payment Details Find | View All First 1 of 1 Last

Addl Seq #: 1

End Date: 07/31/2022 Reason: New Additional Pay

Pay Period Amt: \$3,522.00

Goal Amount: 3522 Goal Balance:

Prorate Additional Pay

Applies To Pay Periods

First Second Third

Job Code 001506 Associate-In at 50%
2nd Session (8/1/22 - 9/3/22) - Pay date 9/1/22

	Employee	Empl ID	
New Additional Pay		Find View All	First ◀ 1 of 1 ▶ Last
*Earnings Code:	<input type="text" value="ASN"/>	Additional Comp-Summer-No 403	<input type="button" value="+"/> <input type="button" value="-"/>
Effective Date		Find View All	First ◀ 1 of 1 ▶ Last
*Effective Date:	<input type="text" value="08/01/2022"/>		<input type="button" value="+"/> <input type="button" value="-"/>
Payment Details		Find View All	First ◀ 1 of 1 ▶ Last
Addl Seq #:	<input type="text" value="1"/>		<input type="button" value="+"/> <input type="button" value="-"/>
End Date:	<input type="text" value="08/31/2022"/>	Reason:	<input type="text" value="New Additional Pay"/>
Pay Period Amt:	<input type="text" value="\$4,908.00"/>		
Goal Amount:	<input type="text" value="4908"/>	Goal Balance:	
<input checked="" type="checkbox"/> Prorate Additional Pay			
Applies To Pay Periods			
<input checked="" type="checkbox"/> First <input type="checkbox"/> Second <input type="checkbox"/> Third			

Job Code 002310 Teaching Assistant (TA) at 50%
1st Session (6/27/22 - 7/30/22) - Pay date 8/1/22 & 2nd Session (8/1/22 - 9/3/22) - Pay date 9/1/22

Employee	Empl ID
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: 07/01/2022	
Payment Details Find View All First 1 of 1 Last	
Addl Seq #: 1	
End Date: 08/31/2022	Reason: New Additional Pay
Pay Period Amt: \$3,522.00	
Goal Amount: 7044	Goal Balance:
<input checked="" type="checkbox"/> Prorate Additional Pay	
Applies To Pay Periods	
<input checked="" type="checkbox"/> First <input type="checkbox"/> Second <input type="checkbox"/> Third	

Transaction Comments Template - Monthly

Scenario	Associates-in	
Full Hire /Rehire /Concurrent Hire	[Hire] effective 07/01/22 Summer Session I, Associate-In, 50.00% (0.00% FTE, flat-rate paid on Additional Pay) Course Dates: 06/27-07/30 Course Payment: \$4,908 (course 3 units or more)	
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 [06/30/22] to [07/31/22] Change FTE effective [07/01/22] from [50.00%] to 0.00%.	
Extend End Date + FTE Change + Additional Pay	Extend End Date effective [06/30/22] to [07/31/22] Change FTE effective [07/01/22] from [50.00%] to 0.00%. Additional Pay effective 07/01/22-07/31/22 Pay Period/Goal Amount: \$4,908	
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 07/01/22-07/31/22 Pay Period/Goal Amount: \$4,908	

Transaction Comments Template - Hourly

Scenario	Reader	Tutor
Full Hire /Rehire /Concurrent Hire	[Hire] effective 06/26/22 Summer Session I, Reader, 25.00% Course Dates: 06/27-07/30	
Extend End Date + FTE Change	Extend End Date effective [06/30/22] to [07/31/22] Change FTE effective [06/26/22] 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

- 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](#)

Academic Unit To-Do Checklist

JUNE	Finish all Session 1 and July Special Session Instructors in UCPATH. Fill-in spreadsheets for mass uploads.
6/1-6/13	<ul style="list-style-type: none"><input type="checkbox"/> Process remaining Graduate Student Positions & Hires in UCPATH after approved by Graduate Division Dean.<input type="checkbox"/> Download Mass Upload Spreadsheet for grad students from Graduate Division collab site. <i>(optional)</i><input type="checkbox"/> Process remaining Lecturer & Recall Positions & New Hires/Rehires/Concurrent Hires in UCPATH. DUE must approve visiting Lecturers before processing in UCPATH.
6/20	<input type="checkbox"/> Ready to fill-in the Mass Upload Spreadsheet for Faculty and Lecturers - JULY from your department folder on OneDrive https://go.ucsd.edu/3cPRUEF . <i>(mandatory)</i>
6/27	Session 1 Classes Begin Some Special Session classes begin.


Academic Unit To-Do Checklist

JULY	Turn in Mass Upload Worksheets & Enter Funding in UCPATH for Session 1 & July Special Session classes. Finish hiring Session 2 instructors.
7/1	<input type="checkbox"/> DEADLINE - Turn in mass upload spreadsheet for SESSION 1 & July Special Session grad student payments - see instructions on Grad Division collab site . <i>(optional)</i> <input type="checkbox"/> DEADLINE - Turn in mass upload spreadsheet for SESSION 1 & July Special Session faculty and lecturer payments to your OneDrive department folder . <i>(mandatory)</i>
7/5 - 7/19	<input type="checkbox"/> Enter funding in UCPATH for all Summer Session July pay period payments (faculty, lecturers, and grad students) by 7/19. <input type="checkbox"/> Finish hiring Session 2 instructors.
7/19	UCPATH deadline for the 7/1-7/31 pay period, 3pm
7/18	Ready to fill-in the Mass Upload Spreadsheet for Faculty and Lecturers - AUGUST and SEPTEMBER from your OneDrive department folder . <i>(mandatory)</i>
8/1	★ Session 1 pay date (and July Special Session classes)

Academic Unit To-Do Checklist

AUG.	Turn in Mass Upload Worksheets & Enter Funding in UCPATH for Session 2 & August Special Session classes.
8/1	<input type="checkbox"/> DEADLINE - Turn in mass upload spreadsheet for SESSION 2 & August Special Session grad student payments see instructions on Grad Division collab site . <i>(optional)</i> <input type="checkbox"/> DEADLINE - Turn in mass upload spreadsheet for SESSION 2 & August Special Session faculty and lecturer payments to your OneDrive department folder . <i>(mandatory)</i> Session 2 Classes Begin.
8/6 - 8/19	<input type="checkbox"/> Enter funding in UCPATH for all Summer Session August pay period payments (faculty, lecturers, and grad students) by 8/19
8/19	UCPATH deadline for 8/1-8/31 pay period, 3pm
8/23	Fill-in the Mass Upload Spreadsheet for Faculty and Lecturers - SEPTEMBER from your OneDrive department folder . <i>(if you didn't complete it already - mandatory)</i>
9/1	★ Session 2 pay date (and August Special Session classes)

Academic Unit To-Do Checklist

SEPT.	Turn in Mass Upload Worksheets & Enter Funding in UCPATH for Remaining Summer Session payments (as needed).
9/1	<input type="checkbox"/> DEADLINE - Turn in mass upload spreadsheet for remaining grad student Summer Session payments - see instructions on Grad Division collab site . (<i>optional</i>) <input type="checkbox"/> DEADLINE - Turn in mass upload spreadsheet for remaining Summer Session faculty and lecturer payments to your OneDrive department folder . (<i>mandatory</i>)
9/3-9/19	<input type="checkbox"/> Enter funding for all remaining Summer Session payments (faculty, lecturers, and grad students) by 9/19.
9/19	UCPATH deadline for 9/1-9/30 pay period, 3pm
9/30	 Pay Date

Questions?

We are happy to help!

Summer Session

Lisa Bargabus
summer-payroll@ucsd

Academic Personnel

Kelly Maheu
kmaheu@ucsd.edu

Heather Zion
hzion@ucsd.edu

Graduate Division

Courtney Aguila
grademployment@ucsd.edu

Dimple Bhatt
grademployment@ucsd.edu

Laura Jimenez
grademployment@ucsd.edu