Payroll Training
Summer Session 2024

May 29, 2024

Agenda

What's New for Summer Session 2024

UCPath Hires & Payments for Faculty and Lecturers

UCPath Hires & Payments for Graduate Students

Q & A

Summer Session - Lisa Bargabus

Graduate Education & Postdoctoral Affairs - Courtney Aguila

SUMMER SESSION

UC San Diego

Summer Session 2024

| Session	Course Dates	Monthly Pay Date
Session 1 - 5 Weeks	7/1/24 - 8/3/24	8/1/24
Session 2 - 5 Weeks	8/5/24 - 9/7/24	8/30/24
Special - 3 Weeks *1 of 3*	7/1/24 - 7/20/24	8/1/24
Special - 3 Weeks *2 of 3*	7/22/24 - 8/10/24	8/1/24
Special - 3 Weeks *3 of 3*	8/12/24 - 8/31/24	8/30/24
Special - 8 Weeks	7/1/24 - 8/24/24	8/1/24
Special - 10 Weeks	7/1/24 - 9/7/24	8/1/24

Summer Session 2024 - What's Happening Now?

6 Weeks of Enrollment
Enrollment as of 5/20/24 - 32,374
3,197 students on Waitlists (75% for remote courses)

APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER
Students Begin Enrolling in Classes.	Enrollment management of the waitlist begins. Session 1 & Special Session fees assessed.	Session 1 & Special Session fees due. Session 1 classes begin 7/1/24 Session 2 student fees assessed.	Students: Add/Drop courses Session 2 fees due	Faculty Pay Date 8/1/24 (Session 1 + July Special Sessions) Session 1 ends Session 2 classes begin 8/5/24 Faculty Pay Date 8/30/24 (Session 2 + August Special Sessions)	Summer Session ends. Reporting begins
	Decide & Communicate - Will more seats be opened for students on the waitlists?				

Summer Session Payroll = Teamwork!
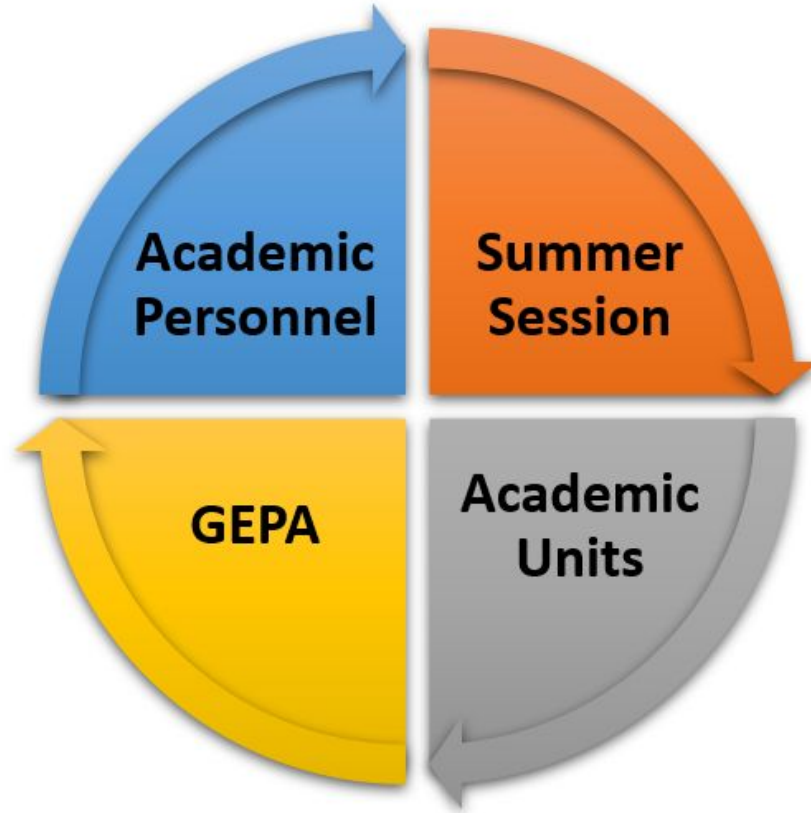
What's New for 2024?

SET Evaluations

SET Responses were low for the SET rollout in Summer 2023.

Please encourage your Summer Session instructors to increase their SET response rate.

SET FAQ for Faculty
https://set.ucsd.edu/faculty/faculty-faq.html

Tips to Increase SET Response Rates
https://set.ucsd.edu/faculty/tips.html

What's New for 2024?

Compensation Increase

Compensation for Standard 4-Unit Course = **11% annual salary**

NEW - Teach **3 courses MAX** in Summer Session
(3/9ths or 33% annual salary is max allowed)

3-7 Unit Course	1-2 Unit Course	8+ Unit Course
11% of UCSD AY annual salary	**5.5%** of UCSD AY annual salary	**22%** of UCSD AY annual salary

Course Salary – Use AY annual salary in effect on 6/30/24.

Summer Session 2024 is the end of the 2023-2024 AY.
So we use the annual salary in effect Spring Quarter 2024.

What's New for 2024?

Using Salary Points for ASEs

1st Summer Using Experience-Based Salary Points for Assoc Instructors & TAs

- Use [10/1/23 Salary Scale](#)

- [Follow GEPA guidelines](#) to determine which salary point to use.

1506 Associate Instructors
[Use Salary Point 1, 5, or 7](#)

2310 TAs
[Summer Session Pay Rates by Salary Step & Percentage](#)

Tutors & Readers
[Example Summer Session Payments](#)

How the Financials Work - Funding to Departments

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

Instructional Support
Exact payroll expenses for TAs, Tutors, Readers are reimbursed by Summer Session.

Department Incentive Package
All Departments will receive:
- $1,000 per course + $50 per student
- Additional $500 per course for every course on the "high impact" course list.

Third-Week equivalent course & enrollment data will be used to calculate incentive funding.

What's New for 2024?

Reminder- 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.

Workshops and Courses
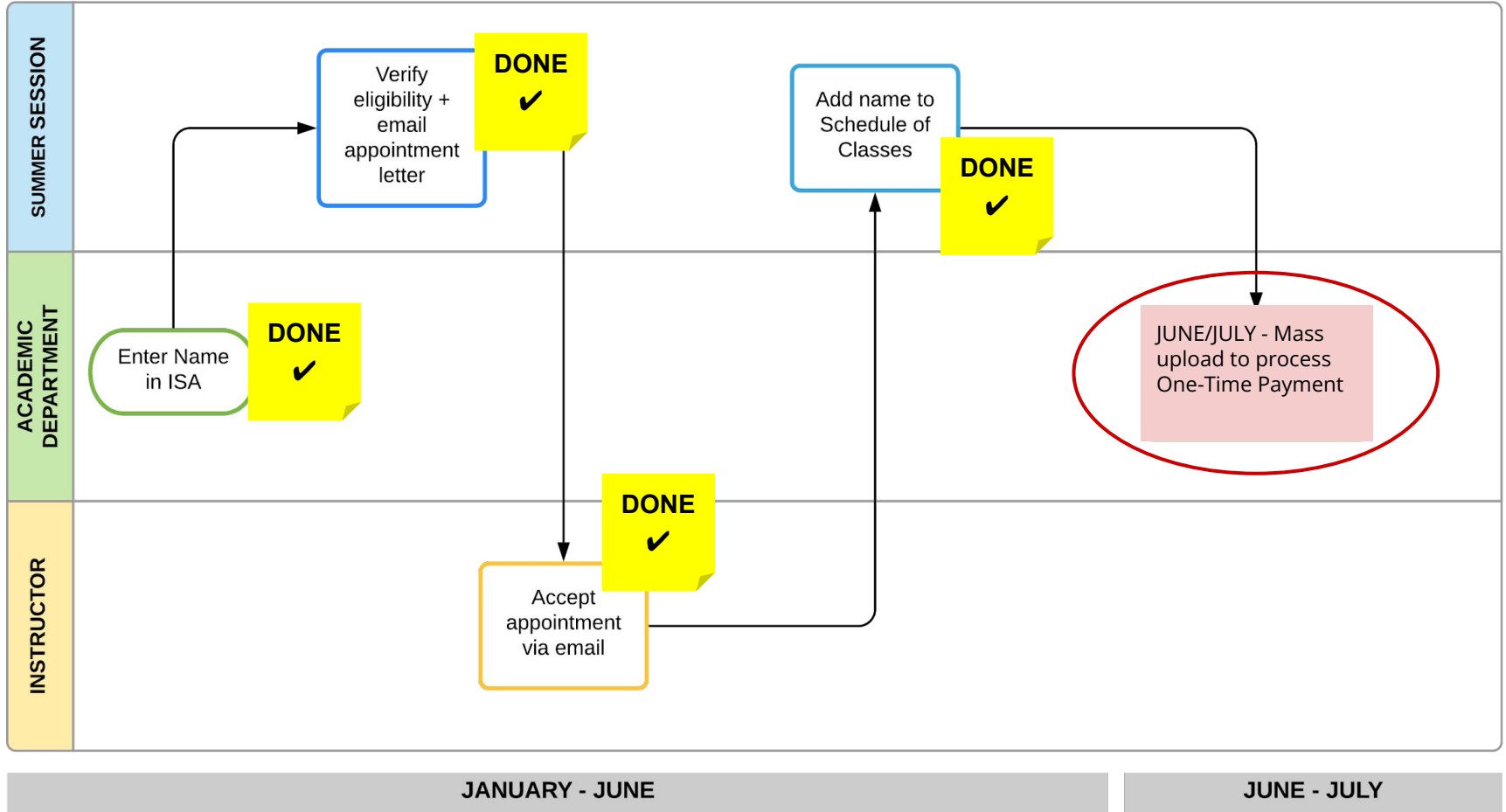https://engagedteaching.ucsd.edu/educators/workshops.html

Summer Teaching Community –
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.

Review: Hiring Faculty, Lecturers & Recalls

One-Time Pay for Faculty and LSOE/LPSOE (SUN GODS)

SUMMER SESSION

Verify eligibility + email appointment letter

DONE ✔

Add name to Schedule of Classes

DONE ✔

ACADEMIC DEPARTMENT

Enter Name in ISA

DONE ✔

JUNE/JULY - Mass upload to process One-Time Payment

INSTRUCTOR

Accept appointment via email

DONE ✔

JANUARY - JUNE

JUNE - JULY

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.

> 1/9th in July + 1/9th in August
> Or
> 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.

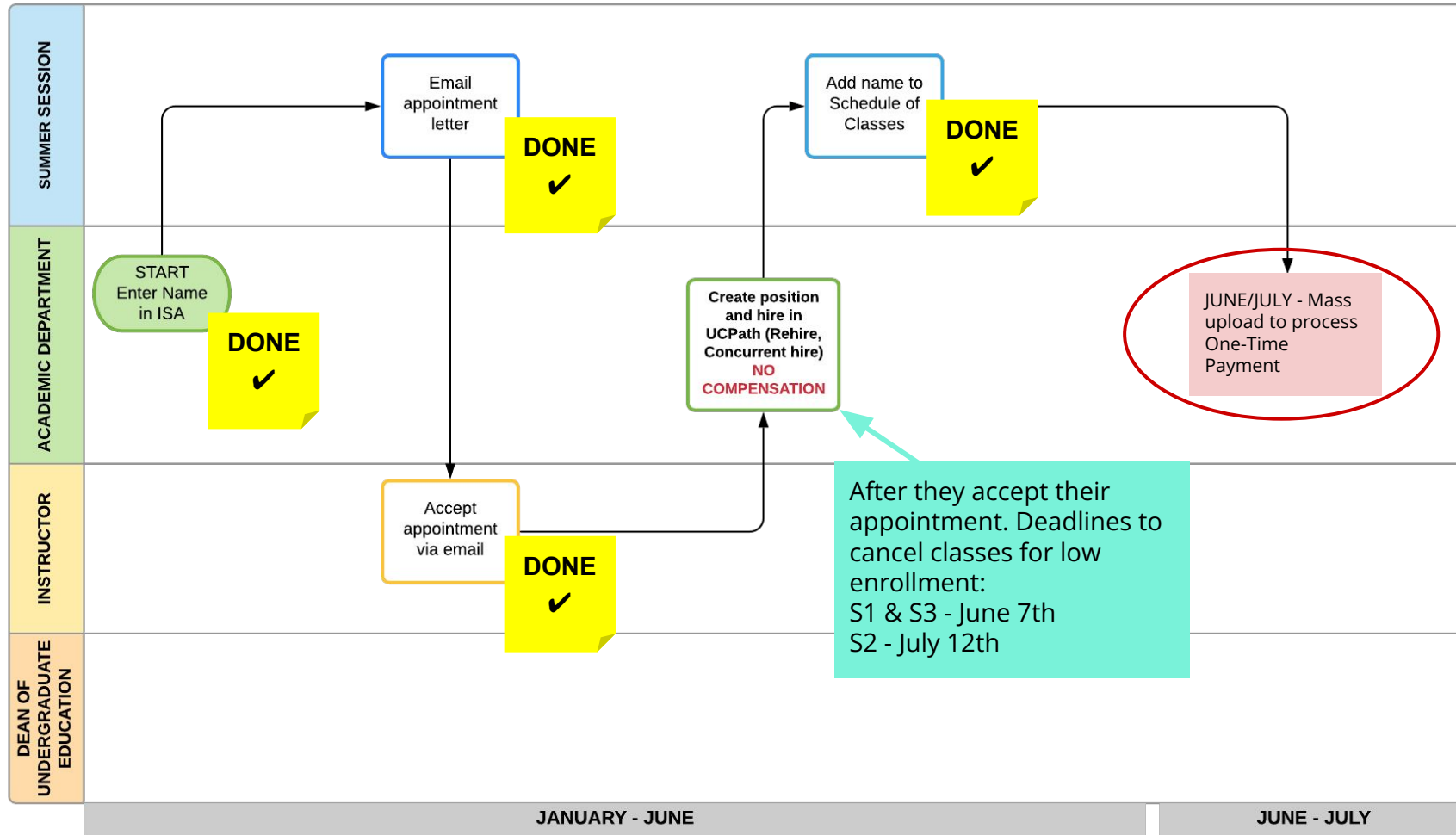Maximum earnings for all Summer Session instructors - 33% annual salary (3/9ths).

Friendly Reminders

Ladder Rank Faculty & LSOE/LPSOE might teach classes for other departments/programs.

We need to issue additional pay for the other department's course salary on their position in your department.

Summer Session will tell you when that is the case, so you can get the funding combo code from the other department/program.

Hiring Lecturers Who Taught During the 2023-2024 Academic Year (STONEHENGE)

SUMMER SESSION

Email appointment letter

DONE ✔

Add name to Schedule of Classes

DONE ✔

ACADEMIC DEPARTMENT

START Enter Name in ISA

DONE ✔

Create position and hire in UCPath (Rehire, Concurrent hire) **NO COMPENSATION**

JUNE/JULY - Mass upload to process One-Time Payment

INSTRUCTOR

Accept appointment via email

DONE ✔

After they accept their appointment. Deadlines to cancel classes for low enrollment:
S1 & S3 - June 7th
S2 - July 12th

DEAN OF UNDERGRADUATE EDUCATION

JANUARY - JUNE

JUNE - JULY

When to Hire Lecturers in UCPath?

Summer Session classes can be canceled for low enrollment.

Our goal is to reduce the number of canceled classes.

Summer Session is contacting departments this week about courses with low enrollment.

You can see enrollments on the Schedule of Classes here, https://act.ucsd.edu/scheduleOfClasses/scheduleOfClassesStudent.htm

Deadline to cancel classes for low enrollment:
Session 1 & July Special Session Courses   June 7th
Session 2 & August Special Session Courses   July 12th

Tips for Summer Session Positions & Hires in UCPath - LECTURERS

POSITIONS

Reuse Positions from previous Summer Session
* Make sure the funding uses **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**!

Use Pay Period Dates
Effective Date = Beginning of summer pay period
7/1/24 or 8/1/24

Expected Job End Date = Last day of pay period they will be paid
7/31/24 or 8/31/24

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 One-Time Payment.

Job Aid: How to Process Payments for Lecturers in Summer Session
https://ucpath.ucsd.edu/transactors/job-aids.html#Template-Transactions

Tips for Summer Session Positions & Hires in UCPath - LECTURERS

Only Teaching Session 1
Effective Date: 7/1/24
Expected Job End Date: 7/31/24

Only Teaching Session 2
Effective Date: 8/1/24
Expected Job End Date: 8/31/24

Teaching Sessions 1 & 2
Effective Date: 7/1/24
Expected Job End Date: 8/31/24

HIRES

Choose the right template:
New Hire / Rehire / Concurrent Hire - **REHIRE when possible**!

Use Pay Period Dates
Effective Date = Beginning of summer pay period
7/1/24 or 8/1/24

Expected Job End Date = Last day of pay period they will be paid
7/31/24 or 8/31/24

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 One-Time Payment.

Job Aid: How to Process Payments for Lecturers in Summer Session
https://ucpath.ucsd.edu/transactors/job-aids.html#Template-Transactions

Why Rehire and Not Concurrent Hire?

CONCURRENT HIRE - If a current (active) AY Unit 18 Lecturer has NOT taught as a 1550 LECT in Summer Session before.

REHIRE - If a current (active) AY Unit 18 Lecturer HAS taught as a 1550 LECT in Summer Session before

Why?
Concurrent hire will create another Empl Record.
Rehire will not.

Empl Record	HR Status	Business Unit	Job Code	Job Code Description	Last Name	Name	
1 Inactive		SDCMP	001550	LECT IN SUMMER SESSION	Wa		>
2 Inactive		SDCMP	001550	LECT IN SUMMER SESSION	Wa		>
3 Inactive		SDCMP	001550	LECT IN SUMMER SESSION	Wa		>
0 Active		SDCMP	001631	LECT-AY-CONTINUING	Wa		>
4 Active		SDCMP	002460	TEACHER-SPEC PROG	Wa		>

What's New for 2024?

Reminder – Summer Session does NOT count toward continuing status unless...

Article 23 - Summer Session

Unit 18 Lecturers will receive the equivalent of one quarter toward continuing appointment eligibility on the following conditions:

a. a course taught by a Unit 18 Lecturer during the academic year is moved to Summer Session and the course is no longer offered during the academic year; and

b. that students are required by their academic program to take such a course(s);

c. regardless of these provisions, no Unit 18 Lecturer may earn more than a total of 3 quarters of such eligibility credit during any 12 month period.

What's New for 2024?

Reminder – Summer Session does NOT count toward continuing status unless…

Article 23 - Summer Session

- 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;
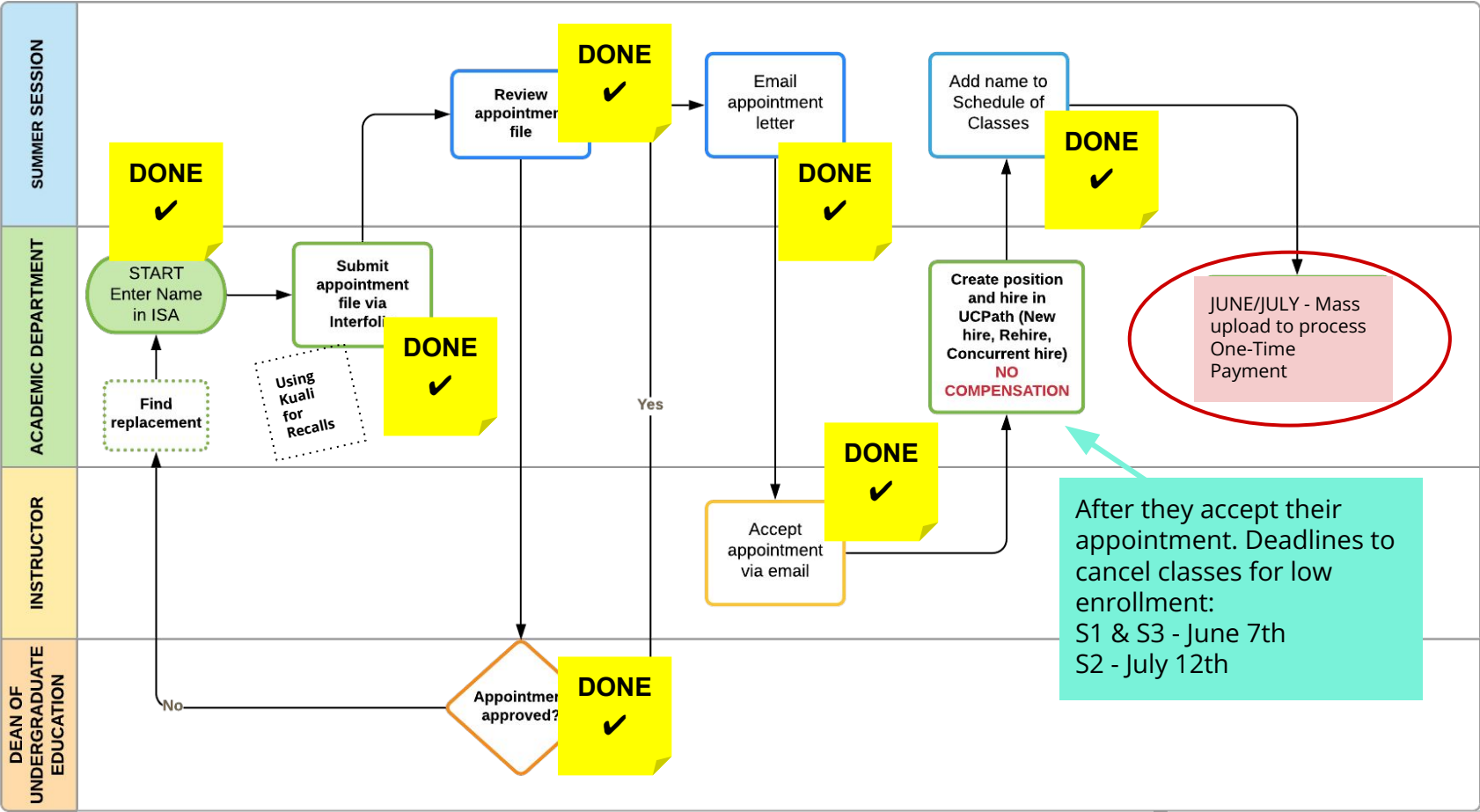   - the Lecturer requests such credit.

AFTER Summer Session teaching is complete

Lecturer can make a formal request via memo to their department

Dean endorses the request

Department AP staff enter the summer credit into AP Data.

Hiring Lecturers Who Did Not Teach in the 2023-2024 Academic Year, and Recall Appointees (Red Shoe)

Tips for Summer Session Positions & Hires in UCPath - RECALLS

POSITIONS

Reuse Positions from previous Summer Sessions

* 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 (Senate Faculty)
Or
Job Code = 001699 (Non-Senate Faculty)

FTE = 0

HIRES

Use **Rehire** Template if taught in same title before
Need to spread payment over 3 pay periods.

Effective Date = Beginning of summer pay period
7/1/24

Expected Job End Date = Last day of pay period they will be paid
9/30/24

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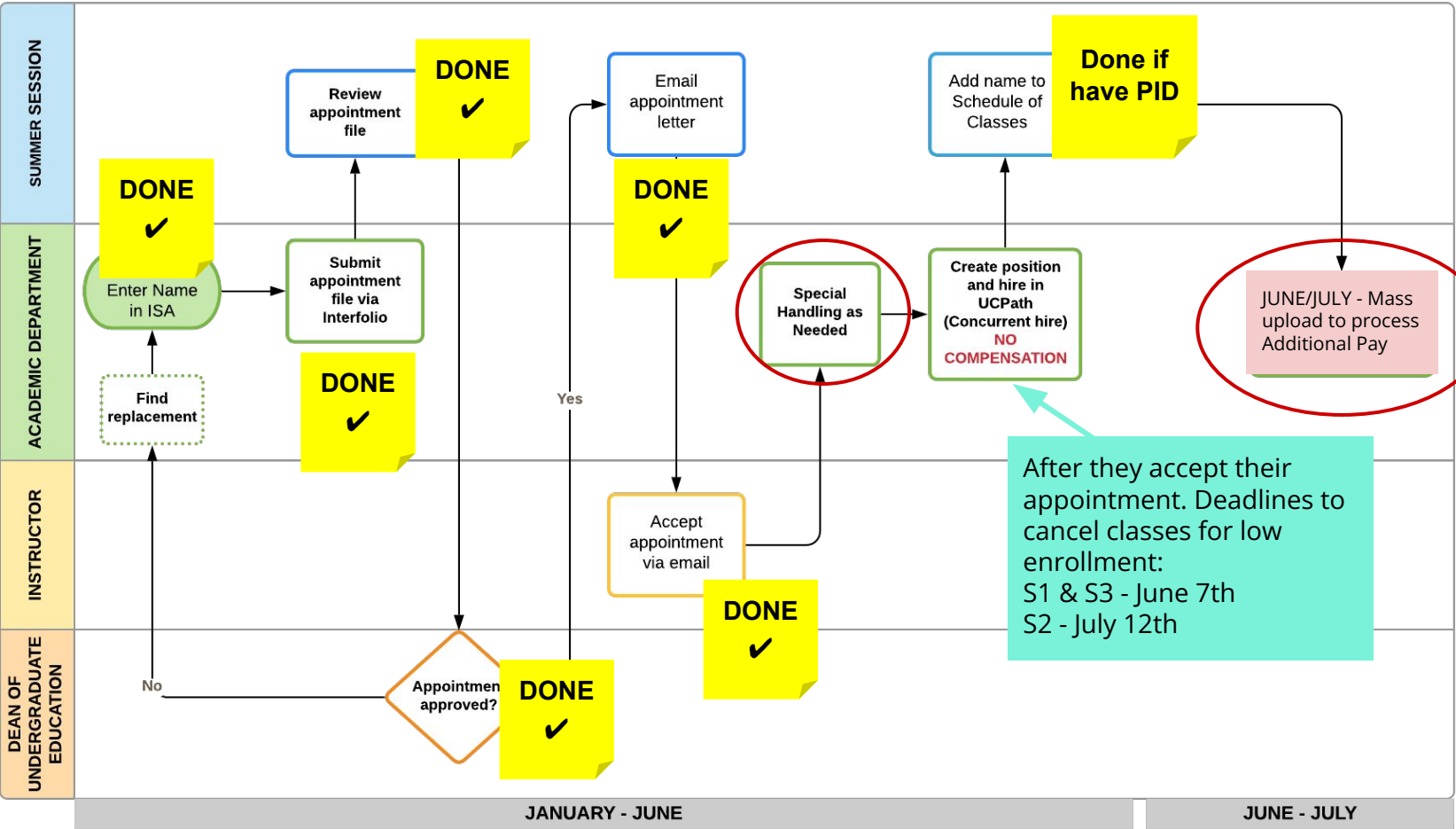1. Job Compensation section is left blank.
   Do not enter any **Comp Rate Codes** or **Amounts**.
2. **FTE** is **0**
3. Note in your **Comments** to UCPC that the job compensation should be 0, and that the employee will be paid via One-Time Payment.

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 (Snake Path)

SUMMER SESSION

ACADEMIC DEPARTMENT

INSTRUCTOR

DEAN OF UNDERGRADUATE EDUCATION

Review appointment file — **DONE ✔**

Enter Name in ISA — **DONE ✔**

Find replacement

Submit appointment file via Interfolio — **DONE ✔**

Email appointment letter — **DONE ✔**

Special Handling as Needed

Accept appointment via email — **DONE ✔**

Appointment approved? — **DONE ✔**

Yes

No

Create position and hire in UCPath (Concurrent hire) **NO COMPENSATION**

Add name to Schedule of Classes — **Done if have PID**

JUNE/JULY - Mass upload to process Additional Pay

After they accept their appointment. Deadlines to cancel classes for low enrollment:
S1 & S3 - June 7th
S2 - July 12th

JANUARY - JUNE

JUNE - JULY

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.

If current FY appointment is bi-weekly, change the 1550 LECT position to match their FY FLSA status. Bi-weekly payments will need to be entered manually by the department.

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 6/30/24:
- Extend the end date
- Change the FTE to 0

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

Special Cases - Faculty from other UC Campuses

Must complete a Multi-Location Appointment Form before instruction begins.
[Job Aid - New form combines OTP and MLA forms](#)

UCSD is the **HOST** Location
Other UC Campus is the HOME Location

Academic department completes the form.
Send form to Academic Personnel for signature and approval.
AP routes the form to the other UC campus for signature and approval.

Start this process ASAP. (It can take a couple of months.)

How We Will Process One-Time Payments for Faculty & Lecturers

Mass Upload is Required!

One-Time Payment Instead of Additional Pay.

Step 1. Summer Session will create 2 documents for your reference.

1. Instructor List - List of all your instructors and the courses they are teaching.
2. Payment Sheet - Breakdown of how much each person is getting paid and when the one-time pay will be issued.
   a. Will note if you need to get a COA from another department/program.

Both documents will be uploaded to a "Payroll Documents" folder in your department folder on OneDrive: https://go.ucsd.edu/3cPRUEF.

Same folder where your appointment letters are uploaded.

Sample Instructor List

	A	B	C	D	E	F	G	H	I	J	K
1	Course List	Anthropology Summer Session 2024 Instructors & Courses									
2											
3	Unit Name	Session	Start Date	End Date	Course	Last Name	First Name	Faculty Type	Course Salary	Annual Salary	Notes
4	Anthropology	2	8/5/24	9/7/24	ANTH 101	Jones	Steve	1100 PROF-AY	$19,074	$173,400	also teaching CAT 2 in S2
5	Anthropology	1	7/1/24	8/3/24	ANSC 122	Nelson	Nancy	1550 LECT in Summer Session	$7,507	$68,247	
6	Anthropology	1	7/1/24	8/3/24	ANTH 1	Nelson	Nancy	1550 LECT in Summer Session	$7,507	$68,247	
7	Anthropology	2	8/5/24	9/7/24	ANSC 120	Simmons	Luke	1550 LECT in Summer Session	$7,288	$66,259	
8	Anthropology	2	8/5/24	9/7/24	ANTH 111	Crawford	George	1506 ASSOC -IN	$7,556	$68,690	
9	Anthropology	1	7/1/24	8/3/24	ANAR 144	Vargas	Susan	1607 LSOE-AY	$10,945	$99,500	
10	Anthropology	1	7/1/24	8/3/24	ANTH 103	Vargas	Susan	1607 LSOE-AY	$10,945	$99,500	

Sample Payment Worksheet

	A	B	C	D	E	F	G	H	I	J	K	L
1	Payment Worksheet		Funding used for Summer Session 2023:			PJ 1234567						
2	Use this list to enter (or double-check) funding in UCPath.											
3							JULY Pay Period		AUGUST Pay Period		SEPTEMBER Pay Period	
4							8/1/24 Pay Date		8/30/24 Pay Date		10/1/24 Pay Date	
5	Last Name	First Name	Faculty Type	EARN CODE	Payment Amount	Special Funding?	Payment Amount	Special Funding?	Payment Amount	Special Funding?	Total	Notes
6	Crawford	George	1506 ASSOC-IN	ASN	*	*	$7,556	*	*	*	$7,556	Use mass upload with Grad Div or enter additional pay manually
7	Jones	Steven	1100 PROF-AY	ACS	*	*	$19,074	Use Funding from CAT	$19,074	*	$38,148	Get funding from CAT for August payment
8	Nelson	Nancy	1550 LECT in Summer Session	ACS	$15,014	*	*	*	*	*	$15,014	pay both S1 course salaries in July
9	Simmons	Luke	1550 LECT in Summer Session	ACS	*	*	$7,288	*	*	*	$7,288	
10	Vargas	Susan	1607 LSOE-AY	ACS	$10,945	*	$10,945	*	*	*	$21,890	

Reminder about Earn Codes

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 mass upload worksheets for faculty and lecturers.

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

Step 2. Summer Session will Create Mass Upload Sheets for Each Pay Period

One Mass Upload Template per Pay Period.

1. July Mass Upload Sheet
2. August Mass Upload Sheet
3. September Mass Upload Sheet (if needed)

Mass Upload Sheets will be uploaded to a "Payroll Documents" folder in your department folder on OneDrive: https://go.ucsd.edu/3cPRUEF.

Same folder where your appointment letters are uploaded.

Step 3. Departments/Programs will Fill-in the Mass Upload Sheets

What Departments/Programs Need to Do:

1. Fill-in the Empl Ids, Empl Rcd #s, and Position #s
2. Add DONE to the filename so I know you are finished.

Mass Upload Sheets will be uploaded to a "Payroll Documents" folder in your department folder on OneDrive: https://go.ucsd.edu/3cPRUEF.

Same folder where your appointment letters are uploaded.

Academic Departments/Programs Need to:
1. Fill-in the Empl Ids, Empl Rcd #s, and Position #s
2. Add DONE to the filename so I know you are finished.

Sample JULY Mass Upload Sheet

July Mass Upload Sheet		7/1/24 - 7/31/24									
Employee Last Name	Employee First Name	Job Code	Empl Id	Empl Rcd #	Position #	Earnings Begin Dt	Earnings End Dt	Earnings Code	Earnings Amount		Notes
Nelson	Nancy	001550				07012024	07312024	ACS	15,014.00		
Vargas	Susan	001607				07012024	07312024	ACS	10,945.00		

Sample AUGUST Mass Upload Sheet

August Mass Upload Sheet		8/1/24 - 8/31/24									
Employee Last Name	Employee First Name	Job Code	Empl Id	Empl Rcd #	Position #	Earnings Begin Dt	Earnings End Dt	Earnings Code	Earnings Amount		Notes
Jones	Steven	001100				08012024	08312024	ACS	19074.00		Use funding from CAT
Simmons	Luke	001550				08012024	08312024	ACS	7288.00		
Vargas	Susan	001607				08012024	08312024	ACS	10945.00		

Search Person

Person Organizational Summary

Contract Pay

PayPath/Additional Pay

Job Data Related

Job Data

UC Employee Review

Workforce Job Summary

Personal Data Related

Smart HR Templates

Workforce Job Summary

Find an Existing Value
▶ Search Criteria

▼ Search Results

5 results   Legal First Name "",   Legal Last Name ""

View All | First

Empl ID	Empl Record	Name	Legal First Name	Legal Middle Name	Legal Last Name	Organizational Relationship	HR Status	Business Unit	Position Number	Department	Job Code	Description	Payroll Status
10	0 Wa					Emp	Active	SDCMP	11111111	000	001631	LECT-AY-CONTINUING	Active
10	1 Wa					Emp	Inactive	SDCMP	22222222	000	001550	LECT IN SUMMER SESSION	Terminated
10	2 Wa					Emp	Inactive	SDCMP	33333333	000	001550	LECT IN SUMMER SESSION	Terminated
10	3 Wa					Emp	Inactive	SDCMP	44444444	000	001550	LECT IN SUMMER SESSION	Active
10	4 Wa					Emp	Active	SDCMP	55555555	000	002460	TEACHER-SPEC PROG	Active

Deadlines & Timing

	Summer Session Upload to OneDrive	**DEADLINE** for Departments to Fill-in Mass Upload Spreadsheet on OneDrive
JULY Mass Upload Sheet	6/21/24	7/5/24
AUGUST & **SEPTEMBER** Mass Upload Sheets	7/19/24	8/2/24

To-Do List for Faculty & Lecturer Additional Pay

JULY PAY PERIOD 8/1/24 PAY DATE	AUGUST PAY PERIOD 8/30/24 PAY DATE	SEPTEMBER PAY PERIOD 10/1/24 PAY DATE
Finish hiring Session 1 Instructors ASAP	Finish hiring Session 2 instructors ASAP	Mass Upload Spreadsheet on OneDrive - **7/19/24**
Mass Upload Spreadsheet on OneDrive - **6/21/24**	Mass Upload Spreadsheet on OneDrive - **7/19/24**	Fill-in your Spreadsheet by **8/2/24** Add "DONE" to the file name on OneDrive so I know you are finished.
Fill-in your Spreadsheet by **7/5/24** Add "DONE" to the file name on OneDrive so I know you are finished.	Fill-in your Spreadsheet by **8/2/24**. Add "DONE" to the file name on OneDrive so I know you are finished.	
Assign position funding & get COA from other departments as needed.	Assign position funding & get COA from other departments as needed.	Assign position funding & get COA from other departments as needed.
Verify that paychecks look correct.	Verify that paychecks look correct.	Verify that paychecks look correct.

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

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:
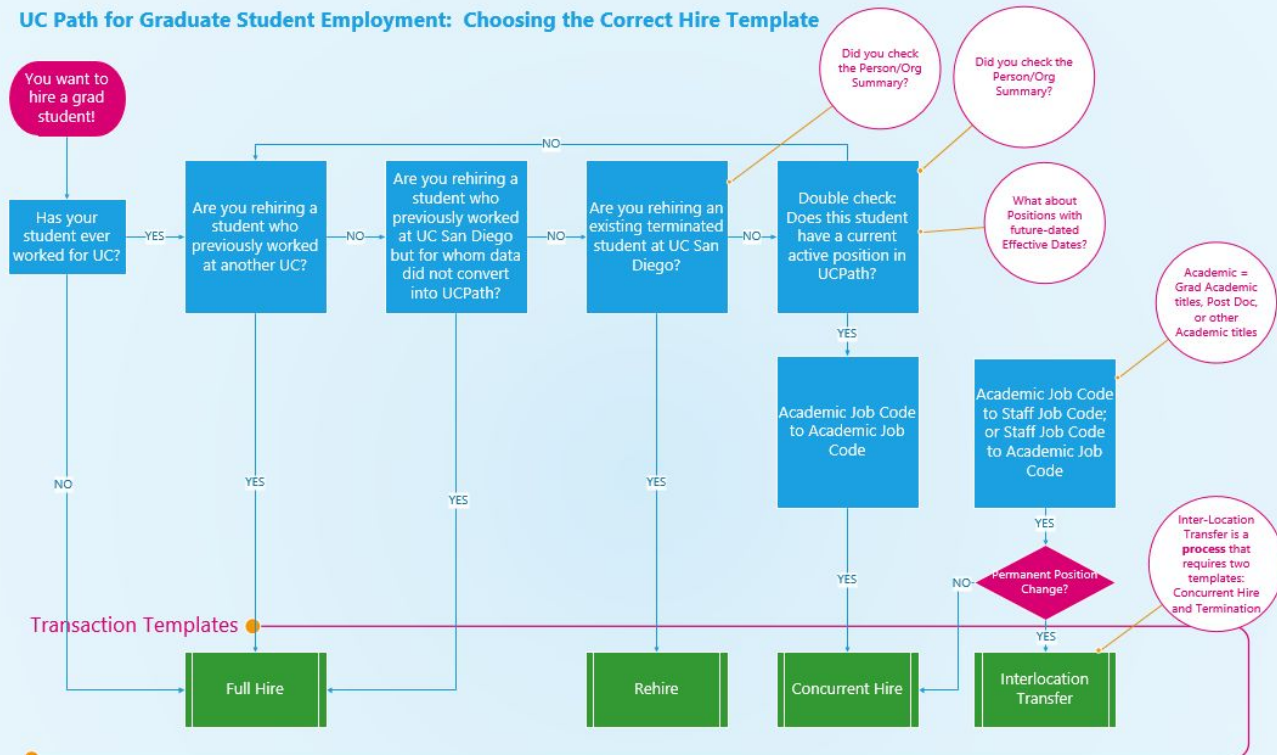
- Coordinating with Graduate Employment, Summer Session, and other departments to ensure percentage of appointment limits are not exceeded
- Looking the employee up on the **Person Organizational Summary** page to check for other active jobs at UCSD or other campuses
- Submitting transactions in time for approval before the Employee Data Change deadline on the *Payroll Processing Calendar*

Choosing the Correct Template

- Full Hire
- Rehire
- Concurrent Hire
- Interlocation Transfer

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

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

You want to hire a grad student!

Has your student ever worked for UC? — YES → Are you rehiring a student who previously worked at another UC? — NO → Are you rehiring a student who previously worked at UC San Diego but for whom data did not convert into UCPath? — NO → Are you rehiring an existing terminated student at UC San Diego? — NO → Double check: Does this student have a current active position in UCPath?

NO (Has your student ever worked for UC?) → Full Hire

NO (Are you rehiring a student who previously worked at another UC?) → NO path to the top

Did you check the Person/Org Summary?

Did you check the Person/Org Summary?

What about Positions with future-dated Effective Dates?

Academic = Grad Academic titles, Post Doc, or other Academic titles

Double check → YES → Academic Job Code to Academic Job Code

Double check → YES → Academic Job Code to Staff Job Code; or Staff Job Code to Academic Job Code

Inter-Location Transfer is a **process** that requires two templates: Concurrent Hire and Termination

Permanent Position Change? — NO → Concurrent Hire

Permanent Position Change? — YES → Interlocation Transfer

Transaction Templates

- Full Hire
- Rehire
- Concurrent Hire
- Interlocation Transfer

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.

Summer Session Payroll

Graduate Student Employment

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 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 ▶ Las

*Earnings Code: `ASN` 🔍   Additional Comp-Summer-No 403   ➕

Effective Date   Find | View All   First ◀ 1 of 1 ▶ Las

*Effective Date: `Pay Begin` 📅   ➕ ➖

▼ Payment Details   Find | View All   First ◀ 1 of 1 ▶ Las

Addl Seq #:   1   ➕ ➖

End Date: `Pay End` 📅   Reason: `New Additional Pay ▾`

Pay Period Amt: `Session Amt`

Goal Amount: `Total Amt`   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

Save for Later   Save And Submit   Cancel   Upload \ View Suppo

Transaction ID   NEW

Workflow Status   Apprvl Prc

Request Status   In Progress

Initiator's Comments   `See Comment Template`

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)

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

Data Entry   **Verify Data**

	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: 07/01/2023 📅 ➕ ➖

▼ **Payment Details** Find | View All First ◁ 1 of 1 ▷ Last

Addl Seq #:   1 ➕ ➖

End Date: 07/31/2023 📅   Reason: New Additional Pay ⌄

Pay Period Amt: $3,788.00

Goal Amount: 3788   Goal Balance:

☑ Prorate Additional Pay

Applies To Pay Periods

☑ First ☐ Second ☐ Third

	Employee	Empl ID

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: 08/01/2023 📅   ➕ ➖

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: $5,278.00

Goal Amount: 5278   **Goal Balance:**

☑ Prorate Additional Pay

Applies To Pay Periods

☑ **First**   ☐ **Second**   ☐ **Third**

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: `07/01/2023` 📅   ➕ ➖

▼ **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	
Full Hire /Rehire /Concurrent Hire	[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)	
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 [06/30/23] to [07/31/23] Change FTE effective [07/01/23] from [50.00%] to 0.00%.	
Extend End Date + FTE Change + Additional Pay	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	
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 07/01/23-07/31/23 Pay Period/Goal Amount: $5,278	

Transaction Comments Template - Hourly

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

Questions?

We are happy to help!

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