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
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)
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

https://collab.ucsd.edu/x/rROYBQ
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
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](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

**Verify Position #, Dept, & Job Code**

**Reason:** New Additional Pay

**Effective Date**
- Summer Session I: 07/01/2022
- Summer Session II: 08/01/2022

**End Date**
- Summer Session I: 07/31/2022
- Summer Session II: 08/31/2022

**Goal Amount**

**Initiator Comments:** See Comment Template (be sure to include comments on Job Data tab as well)

**Data Entry**

**Verify Data**
Job Code 002310 Teaching Assistant (TA) at 50%
1st Session (6/27/22 – 7/30/22) - Pay date 8/1/22

Employee

New Additional Pay

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

Effective Date

*Effective Date: 07/01/2022

Payment Details

Addl Seq #: 1
End Date: 07/31/2022
Pay Period Amt: $3,522.00
Goal Amount: 3522
Reason: New Additional Pay

Goal Balance:

Prorate Additional Pay

Applies To Pay Periods

✓ First  □ Second  □ Third
**New Additional Pay**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Earnings Code:</em></td>
<td>ASN</td>
</tr>
<tr>
<td>Effective Date:</td>
<td>08/01/2022</td>
</tr>
<tr>
<td>End Date:</td>
<td>08/31/2022</td>
</tr>
<tr>
<td>Pay Period Amt:</td>
<td>$4,908.00</td>
</tr>
<tr>
<td>Goal Amount:</td>
<td>4908</td>
</tr>
<tr>
<td>Reason:</td>
<td>New Additional Pay</td>
</tr>
</tbody>
</table>

**Payment Details**

- **Addl Seq #:** 1
- **End Date:** 08/31/2022
- **Pay Period Amt:** $4,908.00
- **Goal Amount:** 4908

**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
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
# Transaction Comments Template - Monthly

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Associates-in</th>
</tr>
</thead>
</table>
| **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**             | Extend End Date effective [06/30/22] to [07/31/22]  
Change FTE effective [07/01/22] from [50.00%] to 0.00%. |
| (Use these comments if you will enter Additional Pay at a later time or submit for mass upload action) |                                                                                                                                              |
| **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**                            | Additional Pay effective 07/01/22-07/31/22  
Pay Period/Goal Amount: $4,908 |
| (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) |                                                                                                                                              |
**Transaction Comments Template - Hourly**

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Reader</th>
<th>Tutor</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full Hire /Rehire /Concurrent Hire</strong></td>
<td>[Hire] effective 06/26/22</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Summer Session I, Reader, 25.00%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Course Dates: 06/27-07/30</td>
<td></td>
</tr>
<tr>
<td><strong>Extend End Date + FTE Change</strong></td>
<td>Extend End Date effective [06/30/22] to [07/31/22]</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Change FTE effective [06/26/22] from [50.00%] to [25.00%]</td>
<td></td>
</tr>
<tr>
<td><strong>Extend End Date + FTE Change + Additional Pay</strong></td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Additional Pay</strong></td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>
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!
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
Help for Graduate Student Appointments

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