Payroll Training
Summer Session 2023

April 26, 2023
Agenda

What’s New for Summer Session 2023

Hiring & Additional Pay for Faculty and Lecturers

Hiring & Additional Pay for Graduate Students

Q & A

Summer Session - Lisa Bargabus & Matt Sapien

Graduate Education & Postdoctoral Affairs - Dimple Bhatt & Laura Jimenez
Summer Session is Happy to Welcome a NEW Team Member!

Yvonne Wollmann
Student Affairs Manager
<table>
<thead>
<tr>
<th>Session</th>
<th>Course Dates</th>
<th>Monthly Pay Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session 1 - 5 Weeks</td>
<td>7/3/23 - 8/5/23</td>
<td>8/1/23</td>
</tr>
<tr>
<td>Session 2 - 5 Weeks</td>
<td>8/7/23 - 9/9/23</td>
<td>9/1/23</td>
</tr>
<tr>
<td>Special - 3 Weeks 1 of 3</td>
<td>7/3/23 - 7/22/23</td>
<td>8/1/23</td>
</tr>
<tr>
<td>Special - 3 Weeks 2 of 3</td>
<td>7/24/23 - 8/12/23</td>
<td>8/1/23</td>
</tr>
<tr>
<td>Special - 3 Weeks 3 of 3</td>
<td>8/14/23 - 9/2/23</td>
<td>9/1/23</td>
</tr>
<tr>
<td>Special - 8 Weeks</td>
<td>7/3/23 - 8/26/23</td>
<td>8/1/23</td>
</tr>
<tr>
<td>Special - 10 Weeks</td>
<td>7/3/23 - 9/9/23</td>
<td>8/1/23</td>
</tr>
</tbody>
</table>
One Week of enrollment. Non-UCSD Visiting Students Begin Enrolling this Week
Enrollment as of 4/24/23 - 20,507
3,097 students on Waitlists (80% for remote courses)

<table>
<thead>
<tr>
<th>APRIL</th>
<th>MAY</th>
<th>JUNE</th>
<th>JULY</th>
<th>AUGUST</th>
<th>SEPTEMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students</td>
<td>Enrollment management of the</td>
<td>Session 1 &amp; Special Session fees</td>
<td>Students: Add/Drop courses</td>
<td>Faculty Pay Date 8/1/23. (Session 1 + July</td>
<td>Faculty Pay Date 9/1/23 (Session 2 + August</td>
</tr>
<tr>
<td>Begin</td>
<td>waitlist begins.</td>
<td>fees due.</td>
<td>Session 2 fees due</td>
<td>Special Sessions)</td>
<td>Special Sessions)</td>
</tr>
<tr>
<td>Enrolling in</td>
<td>Session 1 &amp; Special Session</td>
<td>Session 1 classes begin 6/27/22.</td>
<td>Session 1 ends</td>
<td>Session 2 classes begin 8/7/23</td>
<td>Summer Session ends.</td>
</tr>
<tr>
<td>Classes.</td>
<td>fees assessed.</td>
<td>Session 2 student fees assessed.</td>
<td></td>
<td></td>
<td>Reporting begins</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Summer Session Payroll = Teamwork!

- Academic Personnel
- Summer Session
- GEPA
- Academic Units
CAPEs are being replaced by a new Student Evaluation Teaching (SET) Form

May launch in Summer Session 2023

Will work the same way as CAPEs, just different questions for students.

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

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

**Workshops and Courses**
[https://engagedteaching.ucsd.edu/educators/workshops.html](https://engagedteaching.ucsd.edu/educators/workshops.html)

**Summer Teaching Community** –
[Join the Summer Teaching Community](https://engagedteaching.ucsd.edu/educators/workshops.html) 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](mailto:engagedteaching@ucsd.edu).
Payments for Academic Student Employees

- Using 4/1/23 Salary Scales
- We will not use the UCPath Steps until summer 2024.

**1506 Assoc-In (Teaching a Course)**
$62,099 annual salary
$5,278 per course (4-unit course)
$2,639 per course (2-unit course)

TAs are paid based on $37.88 per hour
50% TA for 5-Week course is paid $3,788

[List of Summer Session payments for typical appointments in 3, 5, 8, and 10 week classes]
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 11, 2023.
Review: Hiring Faculty, Recalls & Lecturers
Summer Session Appointments

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

Maximum number of Summer Session Classes: 4
3 for graduate students

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

Note: Summer Session is the end of the 2022-2023 AY, so we use Spring 2023 annual salaries (not July 1 increases)

No longer reducing salaries for low enrollment.
Additional Pay for Faculty and LSOE/LPSOE

**SUMMER SESSION**
- **DONE**
  - Verify eligibility + email appointment letter

**ACADEMIC DEPARTMENT**
- **DONE**
  - Enter Name in ISA

**INSTRUCTOR**
- **DONE**
  - Accept appointment via email

**DONE**
- Add name to Schedule of Classes

**JUNE/JULY - Mass upload to process Additional Pay**
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).
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 2022-2023 Academic Year

JUNE/JULY - Mass upload to process Additional Pay

After they accept their appointment - Hire now if 10 or more students are enrolled. Or wait until May 12th Summer Session report.
Summer Session classes can be canceled for low enrollment.

Our goal is to reduce the number of canceled classes.

If a class has 10 or more students enrolled now, you can move forward with UCPath hires as soon as the candidate accepts their appointment.

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

By May 12th, Summer Session will have a report of classes with low enrollment. We recommend waiting to process those hires in UCPath until we determine if the course will move forward or not.
**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

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**HIRES**

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

Use Pay Period Dates
Effective Date = Beginning of summer pay period
7/1/23 or 8/1/23

Expected Job End Date = Last day of pay period they will be paid
7/31/23 or 8/31/23

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.

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Job Aid: How to Process Payments for Lecturers in Summer Session
https://ucpath.ucsd.edu/transactors/job-aids.html#Template-Transactions
What's New for 2023?

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 2022-2023 Academic Year, and Recall Appointees

**SUMMER SESSION**

- **DONE**
- **DONE**
- **DONE**
- **DONE**

**JUNE/JULY - Mass upload to process Additional Pay**

**ACADEMIC DEPARTMENT**

- **START**
  - Enter Name in ISA
  - Find replacement
  - Submit appointment file via Interfolio
  - Review appointment file

**INSTRUCTOR**

- **DONE**
- **DONE**

- **DONE**
- **DONE**

- **DONE**

**DEAN OF UNDERGRADUATE EDUCATION**

- **DONE**

After they accept their appointment - Hire now if 10 or more students are enrolled. Or wait until May 12th Summer Session report.
**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**

**FTE = 0**

---

**Hires**

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

**Effective Date = Beginning of summer pay period 7/1/23 or 8/1/23**

**Expected Job End Date = Last day of pay period they will be paid 7/31/23 or 8/31/23 or 9/30/23**

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.

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

[https://ucpath.ucsd.edu/transactors/job-aids.html#Template-Transactions](https://ucpath.ucsd.edu/transactors/job-aids.html#Template-Transactions)
Hiring FY Appointees (Staff, Postdocs, Researchers), or Faculty from other UCs

- **SUMMER SESSION**
  - Done if have PID
  - JUNE/JULY - Mass upload to process Additional Pay

- **ACADEMIC DEPARTMENT**
  - Enter Name in ISA
  - Find replacement
  - Review appointment file
  - Submit appointment file via Interfolio

- **INSTRUCTOR**
  - Accept appointment via email

- **DEAN OF UNDERGRADUATE EDUCATION**
  - Appointment approved?

**Done if they accept their appointment - Hire now if 10 or more students are enrolled. Or wait until May 12th Summer Session report.**
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.
Eligible to teach Summer Session with a Visiting Professor job code

If they have a Visiting Prof appointment ending 6/30/23:
  ● 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 Additional Pay for Faculty & Lecturers

Mass Upload is Required!
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. Funding Sheet - Breakdown of how much each person is getting paid and when the additional pay will be issued.
   a. Will note if you need to get combo code 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

<table>
<thead>
<tr>
<th>Unit Name</th>
<th>Session</th>
<th>Start Date</th>
<th>End Date</th>
<th>Course</th>
<th>Last Name</th>
<th>First Name</th>
<th>Faculty Type</th>
<th>Course Salary</th>
<th>Annual Salary</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anthropology</td>
<td>1</td>
<td>7/3/2023</td>
<td>8/5/2023</td>
<td>ANTH 101</td>
<td>Jones</td>
<td>Steve</td>
<td>1100 PROF-A</td>
<td>$17,757</td>
<td>$208,300</td>
<td>also teaching CAT 2 in S2</td>
</tr>
<tr>
<td>Anthropology</td>
<td>1</td>
<td>7/3/2023</td>
<td>8/5/2023</td>
<td>ANSC 122</td>
<td>Nelson</td>
<td>Nancy</td>
<td>1550 LECT</td>
<td>$5,468</td>
<td>$64,329</td>
<td></td>
</tr>
<tr>
<td>Anthropology</td>
<td>1</td>
<td>7/3/2023</td>
<td>8/5/2023</td>
<td>ANSC 1</td>
<td>Nelson</td>
<td>Nancy</td>
<td>1550 LECT in Summer Session</td>
<td>$5,468</td>
<td>$64,329</td>
<td></td>
</tr>
<tr>
<td>Anthropology</td>
<td>2</td>
<td>8/7/2023</td>
<td>9/9/2023</td>
<td>ANSC 120</td>
<td>Simmons</td>
<td>Luke</td>
<td>1550 LECT in Summer Session</td>
<td>$5,632</td>
<td>$66,259</td>
<td></td>
</tr>
<tr>
<td>Anthropology</td>
<td>2</td>
<td>8/7/2023</td>
<td>9/9/2023</td>
<td>ANTH 111</td>
<td>Crawford</td>
<td>George</td>
<td>1506 ASSOC-IN</td>
<td>$5,278</td>
<td>$62,099</td>
<td></td>
</tr>
<tr>
<td>Anthropology</td>
<td>1</td>
<td>7/3/2023</td>
<td>8/5/2023</td>
<td>ANAR 144</td>
<td>Vargas</td>
<td>Susan</td>
<td>1607 LSOE-A</td>
<td>$9,707</td>
<td>$114,200</td>
<td></td>
</tr>
</tbody>
</table>

### Sample Funding Sheet

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Faculty Type</th>
<th>EARN CODE</th>
<th>JULY Payment Amount</th>
<th>JULY Special Funding?</th>
<th>AUGUST Payment Amount</th>
<th>AUGUST Special Funding?</th>
<th>SEPTEMBER Payment Amount</th>
<th>SEPTEMBER Special Funding?</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crawford</td>
<td>George</td>
<td>1506 ASSOC-IN</td>
<td>ASN</td>
<td>$17,757</td>
<td>*</td>
<td>$5,278</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>$23,035</td>
</tr>
<tr>
<td>Jones</td>
<td>Steven</td>
<td>1100 PROF-A</td>
<td>ACS</td>
<td>$17,757</td>
<td>*</td>
<td>$17,757</td>
<td>Funding from CAT</td>
<td>*</td>
<td>*</td>
<td>$35,514</td>
</tr>
<tr>
<td>Nelson</td>
<td>Nancy</td>
<td>1550 LECT in Summer Session</td>
<td>ACS</td>
<td>$10,336</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>$10,336</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Simmons</td>
<td>Luke</td>
<td>1550 LECT in Summer Session</td>
<td>ACS</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>$5,632</td>
<td>*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vargas</td>
<td>Susan</td>
<td>1607 LSOE-A</td>
<td>ACS</td>
<td>$9,707</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>$9,707</td>
</tr>
</tbody>
</table>

Use this list to enter (or double-check) funding in UPath.

Use mass upload with Grad Div or enter additional pay manually.
### Earn Codes for Summer Session

<table>
<thead>
<tr>
<th>ACS</th>
<th>ASN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ladder-rank faculty</td>
<td>Recalls</td>
</tr>
<tr>
<td>LSOE/LPSOE</td>
<td>Graduate Students (Associates-Ins, TAs, Tutors, etc.)</td>
</tr>
<tr>
<td>Lecturers</td>
<td></td>
</tr>
</tbody>
</table>

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.
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 and Empl Rcd #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 and Empl Rcd #s
2. Add DONE to the filename so I know you are finished.

Sample JULY Mass Upload Sheet

<table>
<thead>
<tr>
<th>Employee Last Name</th>
<th>Employee First Name</th>
<th>Job Code</th>
<th>Empl Id</th>
<th>Empl Rcd #</th>
<th>Earnings Code</th>
<th>Earnings Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jones</td>
<td>Steven</td>
<td>001100</td>
<td></td>
<td></td>
<td>ACS</td>
<td>17757.00</td>
</tr>
<tr>
<td>Nelson</td>
<td>Nancy</td>
<td>001550</td>
<td></td>
<td></td>
<td>ACS</td>
<td>10936.00</td>
</tr>
<tr>
<td>Vargas</td>
<td>Susan</td>
<td>001607</td>
<td></td>
<td></td>
<td>ACS</td>
<td>9707.00</td>
</tr>
</tbody>
</table>

Sample AUGUST Mass Upload Sheet

<table>
<thead>
<tr>
<th>Employee Last Name</th>
<th>Employee First Name</th>
<th>Job Code</th>
<th>Empl Id</th>
<th>Empl Rcd #</th>
<th>Earnings Code</th>
<th>Earnings Amount</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jones</td>
<td>Steven</td>
<td>001100</td>
<td></td>
<td></td>
<td>ACS</td>
<td>17757.00</td>
<td>Use funding from CAT</td>
</tr>
<tr>
<td>Simmons</td>
<td>Luke</td>
<td>001550</td>
<td></td>
<td></td>
<td>ACS</td>
<td>5632.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Summer Session Upload to OneDrive</td>
<td><strong>DEADLINE</strong> for Departments to Fill-in Mass Upload Spreadsheet on OneDrive</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------------</td>
<td>----------------------------------</td>
<td>--------------------------------------------------------------------------</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>JULY</strong> Mass Upload Sheet</td>
<td>6/19/23</td>
<td>7/3/23</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>AUGUST &amp; SEPTEMBER</strong> Mass Upload Sheets</td>
<td>7/18/23</td>
<td>8/1/23</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## To-Do List for Faculty & Lecturer Additional Pay

<table>
<thead>
<tr>
<th>JULY PAY PERIOD</th>
<th>AUGUST PAY PERIOD</th>
<th>SEPTEMBER PAY PERIOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/1/23 PAY DATE</td>
<td>9/1/23 PAY DATE</td>
<td>9/29/23 PAY DATE</td>
</tr>
</tbody>
</table>

**Finish hiring Session 1 Instructors ASAP**

**Access Mass Upload Spreadsheet on OneDrive - 6/19/23**

**Fill-in your Spreadsheet by 7/3/23**
Add “DONE” to the file name on OneDrive so I know you are finished.

**Assign position funding by 7/19/23.**
Get combo codes from other departments as needed.

**Run Additional Pay Report after mass upload is processed.**

**Finish hiring Session 2 instructors ASAP**

**Access Mass Upload Spreadsheet on OneDrive - 7/18/23**

**Fill-in your Spreadsheet by 8/1/23**
Add “DONE” to the file name on OneDrive so I know you are finished.

**Assign position funding by 8/21/23.**
Get combo codes from other departments as needed.

**Run Additional Pay Report after mass upload is processed.**

**Access Mass Upload Spreadsheet on OneDrive - 7/18/23**

**Fill-in your Spreadsheet by 8/1/23**
Add “DONE” to the file name on OneDrive so I know you are finished.

**Assign position funding by 9/18/23.**
Get combo codes from other departments as needed.

**Run Additional Pay Report after mass upload is processed.**
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
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://ucsdcollab.atlassian.net/l/cp/6HmP1Nh0
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

<table>
<thead>
<tr>
<th>Job Aids</th>
</tr>
</thead>
<tbody>
<tr>
<td>How to Initiate a Short Work Break</td>
</tr>
<tr>
<td>This job aid describes how to put an employee on short work break status.</td>
</tr>
<tr>
<td>How to Initiate a Short Work Break for Employees With Multiple Jobs</td>
</tr>
<tr>
<td>This job aid describes how to put an employee with multiple jobs on short work break status.</td>
</tr>
<tr>
<td>How to Return an Employee from Short Work Break</td>
</tr>
<tr>
<td>This job aid describes how to return an employee from short work break status to pay status.</td>
</tr>
<tr>
<td>How to Return an Employee with Multiple Jobs from Short Work Break</td>
</tr>
<tr>
<td>This job aid describes how to return an employee with multiple jobs from short work break status to pay status.</td>
</tr>
</tbody>
</table>
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 Mass Upload Info Session

Info Session Date: Wednesday, June 28th at 9am - 10am

- Walk-through of the Additional Pay Mass Upload spreadsheet
- Time for Q&A
- [https://ucsd.zoom.us/j/99709579462](https://ucsd.zoom.us/j/99709579462)
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

**Effective Date:**
Summer Session I: 07/01/2023
Summer Session II: 08/01/2023

**End Date:**
Summer Session I: 07/31/2023
Summer Session II: 08/31/2023

**Reason:**
New Additional Pay

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

**Initiator Comments:**
See Comment Template (be sure to include comments on Job Data tab as well)
Job Code 002310 Teaching Assistant (TA) at 50%
1st Session (7/3/23 – 8/5/23) - Pay date 8/1/23

<table>
<thead>
<tr>
<th>New Additional Pay</th>
<th>Find</th>
<th>View All</th>
<th>First</th>
<th>Last</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Earnings Code:</td>
<td>ASN</td>
<td>Additional Comp-Summer-No 403</td>
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<th>Last</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Effective Date:</td>
<td>07/01/2023</td>
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</table>

<table>
<thead>
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<tr>
<td>Addl Seq #:</td>
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<td></td>
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<tr>
<td>End Date:</td>
<td>07/31/2023</td>
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</tr>
<tr>
<td>Pay Period Amt:</td>
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<tr>
<td>Goal Amount:</td>
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<td>Goal Balance:</td>
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<td>Prorate Additional Pay</td>
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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>First</td>
<td>☑</td>
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<td></td>
</tr>
<tr>
<td>Second</td>
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</tr>
<tr>
<td>Third</td>
<td>☐</td>
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<td></td>
</tr>
</tbody>
</table>
# New Additional Pay

**Earnings Code:** ASN

**Effective Date:** 08/01/2023

**Payment Details**

- **Addl Seq #:** 1
- **End Date:** 08/31/2023
- **Pay Period Amt:** $5,278.00
- **Goal Amount:** 5278

**Reason:** New Additional Pay

**Apply To Pay Periods**

- **First**
- **Second**
- **Third**

---

*Job Code 001506 Associate-In at 50%*

*2nd Session (8/7/23 – 9/9/23) - Pay date 9/1/23*
Job Code 002310 Teaching Assistant (TA) at 50%
1st Session (7/3/23 – 8/5/23) - Pay date 8/1/23 & 2nd Session (8/7/23 – 9/9/23) - Pay date 9/1/23

<table>
<thead>
<tr>
<th>New Additional Pay</th>
<th>Find</th>
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<tbody>
<tr>
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<table>
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<tbody>
<tr>
<td>First</td>
<td>✔</td>
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</tr>
</tbody>
</table>
## Transaction Comments Template - Monthly

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Associates-in</th>
</tr>
</thead>
</table>
| **Full Hire /Rehire /Concurrent Hire**        | [Hire] effective 07/01/23  
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**              | Extend End Date effective [06/30/23] to [07/31/23]  
Change FTE effective [07/01/23] 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 [06/30/23] 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**                            | Additional Pay effective 07/01/23-07/31/23  
Pay Period/Goal Amount: $5,278 |
| (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 07/03/23</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>Summer Session I, Reader, 25.00%</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>Course Dates: 07/03-08/05</td>
<td></td>
</tr>
<tr>
<td><strong>Extend End Date + FTE Change</strong></td>
<td>Extend End Date effective [06/30/23] to [08/05/23]</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>Change FTE effective [07/03/23] 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
We are happy to help!

<table>
<thead>
<tr>
<th>Summer Session</th>
<th>Academic Personnel</th>
<th>GEPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lisa Bargabus</td>
<td>Kelly Maheu</td>
<td>Courtney Aguila</td>
</tr>
<tr>
<td>summer-payroll@ucsd</td>
<td><a href="mailto:kmaheu@ucsd.edu">kmaheu@ucsd.edu</a></td>
<td><a href="mailto:grademployment@ucsd.edu">grademployment@ucsd.edu</a></td>
</tr>
<tr>
<td></td>
<td>Heather Zion</td>
<td>Kacy Cashatt</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:hzion@ucsd.edu">hzion@ucsd.edu</a></td>
<td><a href="mailto:grademployment@ucsd.edu">grademployment@ucsd.edu</a></td>
</tr>
<tr>
<td></td>
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<td>Dimple Bhatt</td>
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<td><a href="mailto:grademployment@ucsd.edu">grademployment@ucsd.edu</a></td>
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<tr>
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<td>Laura Jimenez</td>
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