
Payroll Training

Summer Session 2023

April 26, 2023

Agenda



UC San Diego

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

What's New for 2023?

*Say Hello to
Yvonne!*

Summer Session is Happy to Welcome a NEW Team Member!

Yvonne Wollmann
Student Affairs Manager



Summer Session 2023

Session	Course Dates	Monthly Pay Date
Session 1 - 5 Weeks	7/3/23 - 8/5/23	8/1/23
Session 2 - 5 Weeks	8/7/23 - 9/9/23	9/1/23
Special - 3 Weeks <i>1 of 3</i>	7/3/23 - 7/22/23	8/1/23
Special - 3 Weeks <i>2 of 3</i>	7/24/23 - 8/12/23	8/1/23
Special - 3 Weeks <i>3 of 3</i>	8/14/23 - 9/2/23	9/1/23
Special - 8 Weeks	7/3/23 - 8/26/23	8/1/23
Special - 10 Weeks	7/3/23 - 9/9/23	8/1/23

Summer Session 2023 - What's Happening Now?

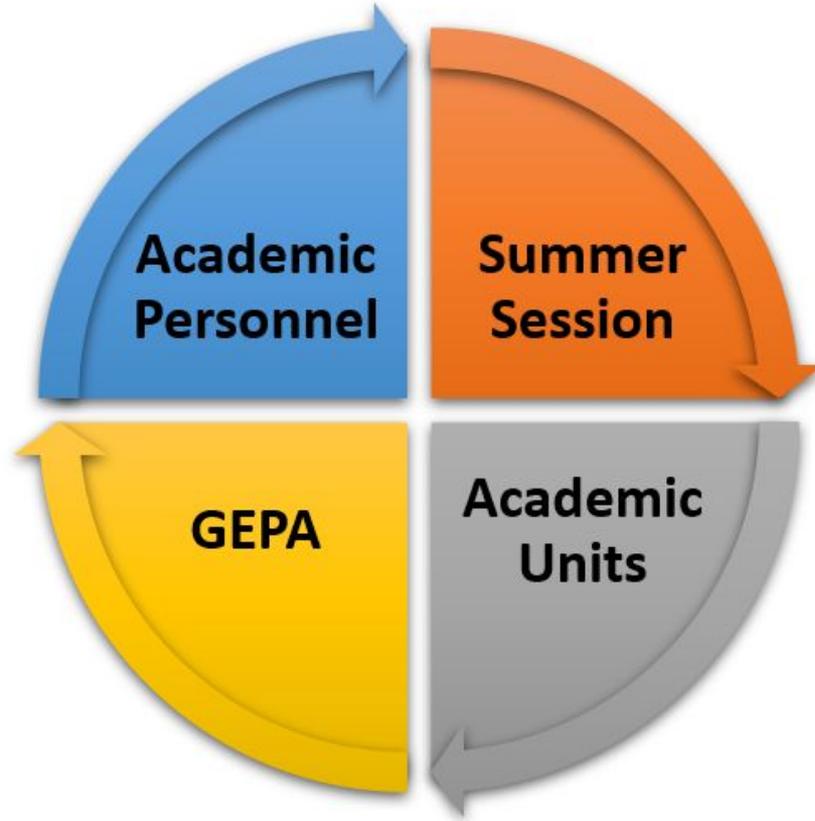
One Week of enrollment. Non-UCSD Visiting Students Begin Enrolling this Week

Enrollment as of 4/24/23 - 20,507

3,097 students on Waitlists (80% for remote courses)

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 6/27/22. Session 2 student fees assessed.	Students: Add/Drop courses Session 2 fees due	Faculty Pay Date 8/1/23. (Session 1 + July Special Sessions) Session 1 ends Session 2 classes begin 8/7/23	Faculty Pay Date 9/1/23 (Session 2 + August Special Sessions) Summer Session ends. Reporting begins

Summer Session Payroll = Teamwork!



What's New for 2023?

New SET Form

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.

What's New for 2023?

*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.

What's New for 2023?

*Using 4/1/23
pay scales for
Academic
Student
Employees*

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](#)

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 11, 2023.

Review: Hiring Faculty, Recalls & Lecturers

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
3 for graduate students

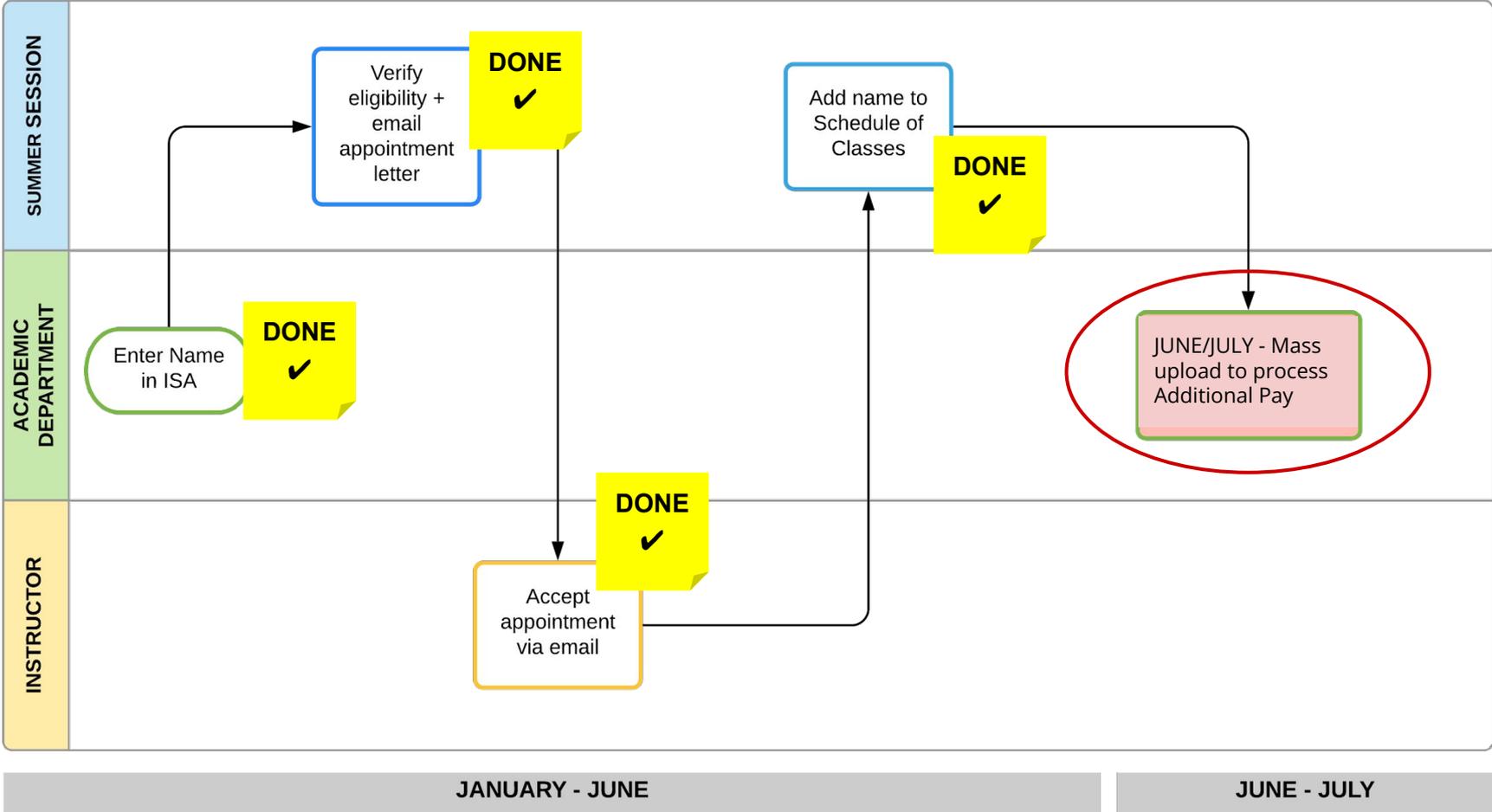
Full Course Salary

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



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).

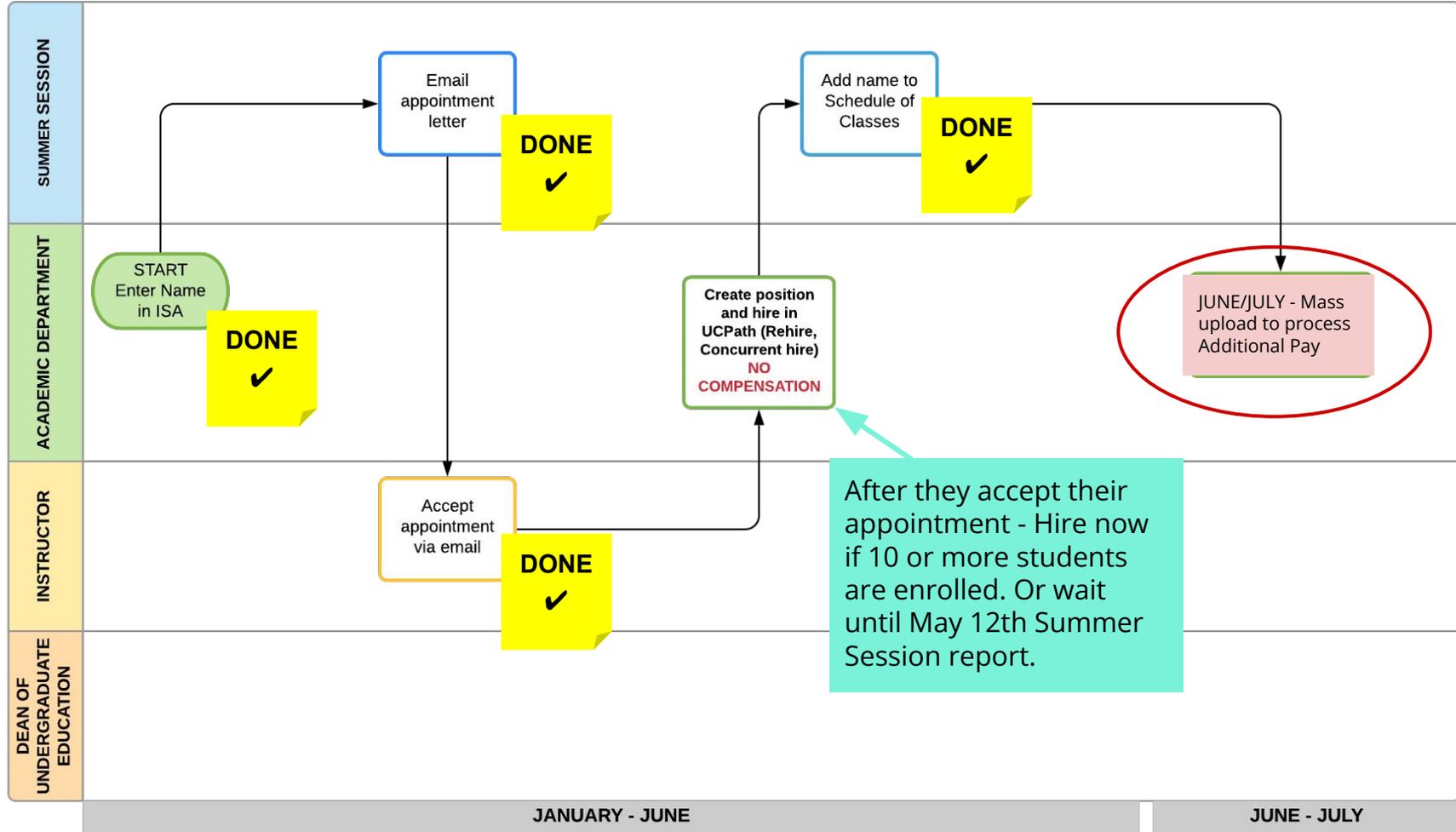
Friendly Reminders

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 2022-2023 Academic Year



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.

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.

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
7/1/23 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.

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

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

Article 23 - Summer Session

What's New for 2023?

*Reminder -
Summer
Session does
NOT count
toward
continuing
status unless...*

- 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.

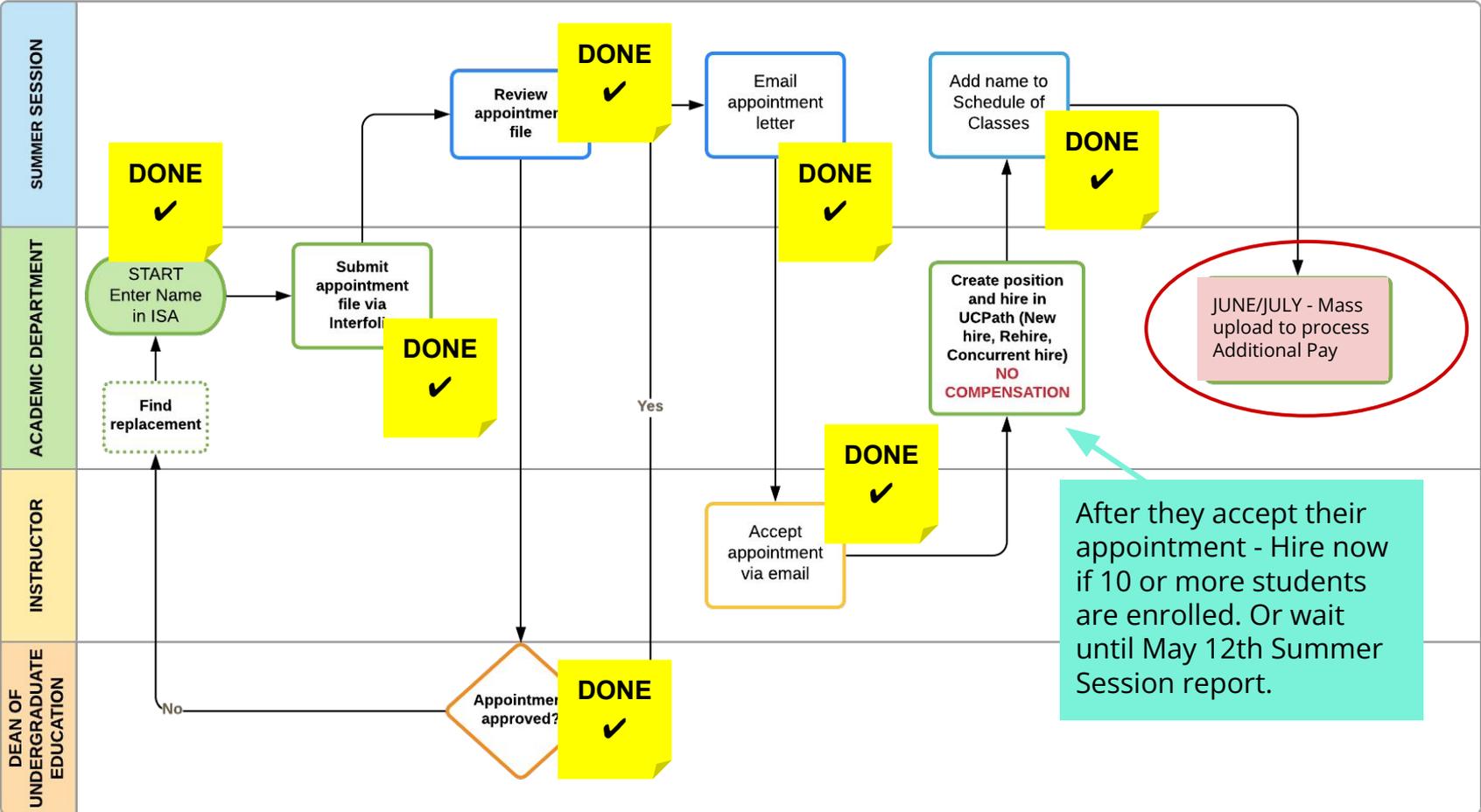
AFTER Summer Session teaching is complete

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



JANUARY - JUNE

JUNE - JULY

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

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

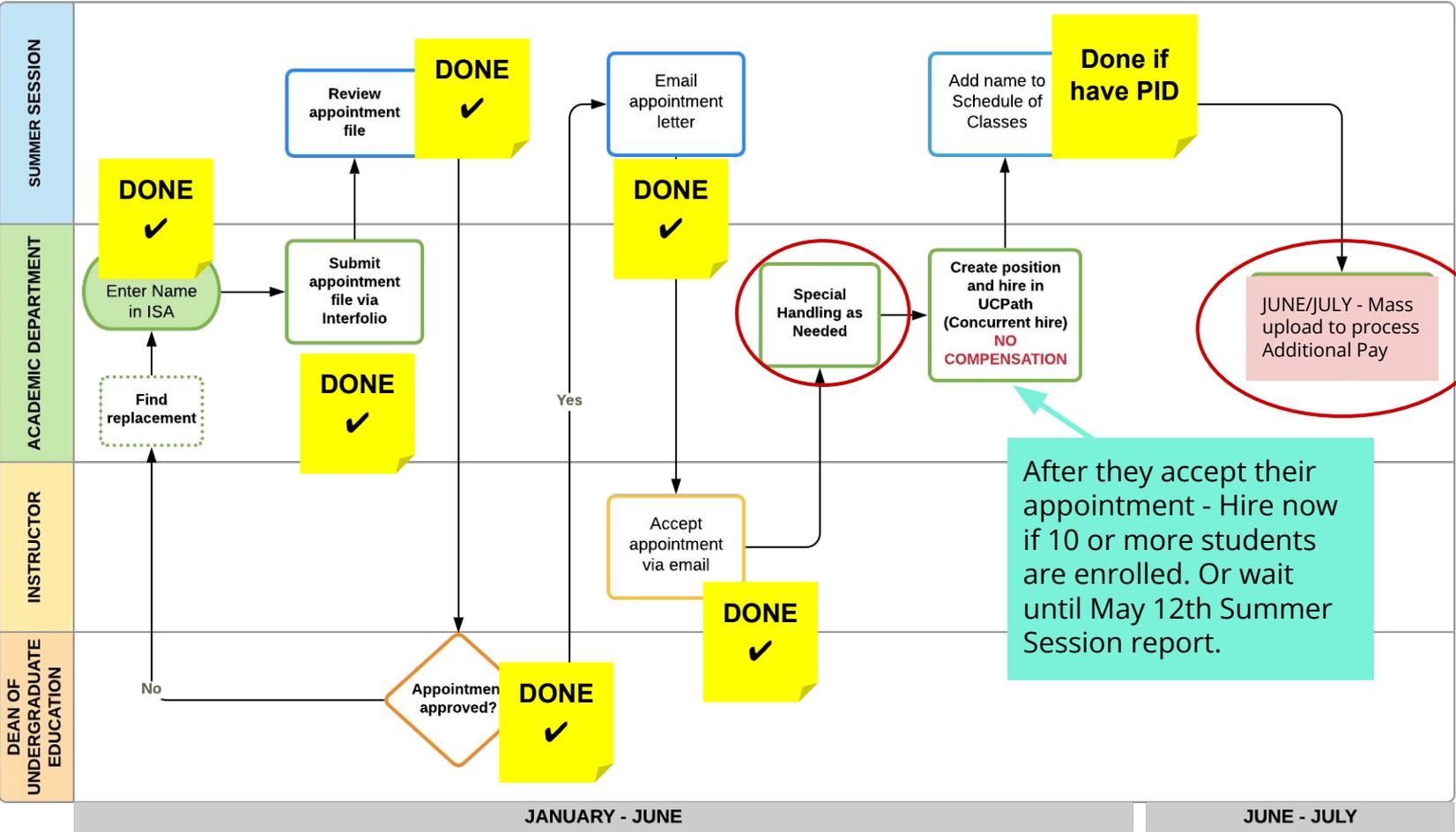
On the **Job Data** tab:

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.

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 6/30/23:

- 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

	A	B	C	D	E	F	G	H	I	J	K
1	Course List	Anthropology Summer Session 2023 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	1	7/3/2023	8/5/2023	ANTH 101	Jones	Steve	1100 PROF-AY	\$17,757	\$208,900	also teaching CAT 2 in S2
5	Anthropology	1	7/3/2023	8/5/2023	ANSC 122	Nelson	Nancy	1550 LECT in Summer Session	\$5,468	\$64,329	
6	Anthropology	1	7/3/2023	8/5/2023	ANTH 1	Nelson	Nancy	1550 LECT in Summer Session	\$5,468	\$64,329	
7	Anthropology	2	8/7/2023	9/9/2023	ANSC 120	Simmons	Luke	1550 LECT in Summer Session	\$5,632	\$66,259	
8	Anthropology	2	8/7/2023	9/9/2023	ANTH 111	Crawford	George	1506 ASSOC -IN	\$5,278	\$62,099	
9	Anthropology	1	7/3/2023	8/5/2023	ANAR 144	Vargas	Susan	1607 LSOE-AY	\$9,707	\$114,200	

Sample Funding Sheet

Funding Worksheet		Funding used for Summer Session 2022:				PJ 1234567					
Use this list to enter (or double-check) funding in UCPath.											
		JULY Pay Period			AUGUST Pay Period			SEPTEMBER Pay Period			
Last Name	First Name	Faculty Type	EARN CODE	Payment Amount	Special Funding?	Payment Amount	Special Funding?	Payment Amount	Special Funding?	Total	Notes
Crawford	George	1506 ASSOC-IN	ASN	*	*	\$5,278	*	*	*	\$5,278	Use mass upload with Grad Div or enter additional pay manually
Jones	Steven	1100 PROF-AY	ACS	\$17,757	*	\$17,757	Funding from CAT	*	*	\$35,514	Get funding from CAT for August payment
Nelson	Nancy	1550 LECT in Summer Session	ACS	\$10,936	*			*	*	\$10,936	
Simmons	Luke	1550 LECT in Summer Session	ACS	*	*	\$5,632	*	*	*	\$5,632	
Vargas	Susan	1607 LSOE-AY	ACS	\$9,707	*	*	*	*	*	\$9,707	

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 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

July Mass Upload Sheet		7/1/23 - 7/31/23					
Employee Last Name	Employee First Name	Job Code	Empl Id	Empl Rcd #	Earnings Code	Earnings Amount	Notes
Jones	Steven	001100			ACS	17757.00	
Nelson	Nancy	001550			ACS	10936.00	
Vargas	Susan	001607			ACS	9707.00	

Sample AUGUST Mass Upload Sheet

August Mass Upload Sheet		8/1/23 - 8/31/23					
Employee Last Name	Employee First Name	Job Code	Empl Id	Empl Rcd #	Earnings Code	Earnings Amount	Notes
Jones	Steven	001100			ACS	17757.00	Use funding from CAT
Simmons	Luke	001550			ACS	5632.00	

Search for People

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

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empl ID 12345678

Empl Record

Name

Last Name Smith

Middle Name

HR Status

Business Unit

Department

Job Code

Case Sensitive

Search

Clear

Basic Search



Save Search Criteria

Search Results

View All

First 1-5 of 5 Last

Empl ID	Empl Record	Name	HR Status	Business Unit	Department	Department Description	Job Code	Job Code Description
12345678	0	Smith, Bill	Inactive	SDCMP	000233	ROOSEVELT COLLEGE	002310	TEACHG ASST-GSHIP
12345678	1	Smith, Bill	Inactive	SDCMP	000206	HISTORY	002310	TEACHG ASST-GSHIP
12345678	2	Smith, Bill	Active	SDCMP	000233	ROOSEVELT COLLEGE	002510	TUT-NON STDNT
12345678	3	Smith, Bill	Inactive	SDCMP	000233	ROOSEVELT COLLEGE	002310	TEACHG ASST-GSHIP
12345678	4	Smith, Bill	Inactive	SDCMP	000233	ROOSEVELT COLLEGE	001550	LECT IN SUMMER SESSION

Deadlines & Timing

	Summer Session Upload to OneDrive	DEADLINE for Departments to Fill-in Mass Upload Spreadsheet on OneDrive
JULY Mass Upload Sheet	6/19/23	7/3/23
AUGUST & SEPTEMBER Mass Upload Sheets	7/18/23	8/1/23

To-Do List for Faculty & Lecturer Additional Pay

JULY PAY PERIOD 8/1/23 PAY DATE	AUGUST PAY PERIOD 9/1/23 PAY DATE	SEPTEMBER PAY PERIOD 9/29/23 PAY DATE
<p>Finish hiring Session 1 Instructors ASAP</p> <p>Access Mass Upload Spreadsheet on OneDrive - 6/19/23</p> <p>Fill-in your Spreadsheet by 7/3/23 Add "DONE" to the file name on OneDrive so I know you are finished.</p> <p>Assign position funding by 7/19/23. Get combo codes from other departments as needed.</p> <p>Run Additional Pay Report after mass upload is processed.</p>	<p>Finish hiring Session 2 instructors ASAP</p> <p>Access Mass Upload Spreadsheet on OneDrive - 7/18/23</p> <p>Fill-in your Spreadsheet by 8/1/23. Add "DONE" to the file name on OneDrive so I know you are finished.</p> <p>Assign position funding by 8/21/23. Get combo codes from other departments as needed.</p> <p>Run Additional Pay Report after mass upload is processed.</p>	<p>Access Mass Upload Spreadsheet on OneDrive - 7/18/23</p> <p>Fill-in your Spreadsheet by 8/1/23 Add "DONE" to the file name on OneDrive so I know you are finished.</p> <p>Assign position funding by 9/18/23. Get combo codes from other departments as needed.</p> <p>Run Additional Pay Report after mass upload is processed.</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-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

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

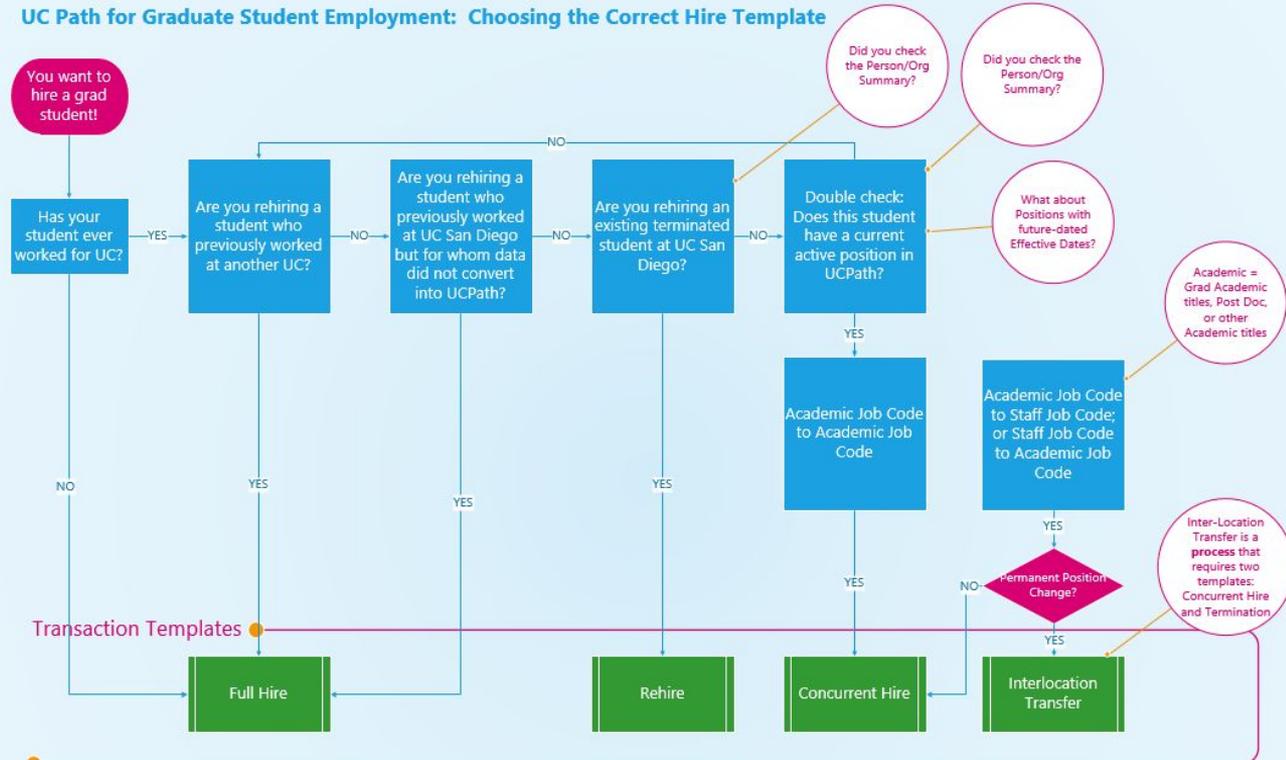
Departments are responsible for:

- 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://ucsdcollab.atlassian.net/l/cp/6HmP1Nh0>

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 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>

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: \$2,777.78 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

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

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		Empl ID
New Additional Pay		Find View All
*Earnings Code: ASN		Additional Comp-Summer-No 403
Effective Date		Find View All
*Effective Date: 07/01/2023		1 of 1
Payment Details		Find View All
Addl Seq #:	1	
End Date:	07/31/2023	Reason: New Additional Pay
Pay Period Amt:	\$3,788.00	
Goal Amount:	3788	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		

Employee		Empl ID
New Additional Pay		Find View All
*Earnings Code: ASN		First 1 of 1 Last
Effective Date		Find View All
*Effective Date: 08/01/2023		First 1 of 1 Last
Payment Details		Find View All
Addl Seq #: 1		First 1 of 1 Last
End Date: 08/31/2023	Reason: New Additional Pay	
Pay Period Amt: \$5,278.00	Goal Amount: 5278	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		

Employee

Employee

Empl ID

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

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!

Summer Session

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