



Summer Scoop

Week of September 27 - October 1, 2021



Final 2021 Payroll Task - Please Check Any SEPTEMBER Additional Pay This Week

For your Faculty & Lecturers –Use **Review Paycheck Summary** to check that any Summer Session additional pay for September looks correct.

For your grad student Associates-In & TAs – You can run the **Additional Pay Report** at reports.ucsd.edu (under HR/Payroll) to see that the payments have been entered and approved, or use **Review Paycheck Summary** to check students individually.

Questions?

- Faculty & Lecturer mass upload – Email Lisa Bargabus at summerpayroll@ucsd.edu.
- Associate-In & TA mass upload - Please submit a ticket to Graduate Division FSU via <https://support.ucsd.edu/services>.

This was the last additional pay mass upload for Summer Session 2021.

We are all one year smarter in UCPATH, and payroll was much smoother this summer. Well done, everyone! A big **THANK YOU** to all of the amazing department AP staff for their expertise and collaboration.

Summer 2022 Pre-planning

It's never too early to plan for Summer! Here's a quick at-a-glance on what to expect in the next few months.

October - academic departments & programs begin discussion of summer 2022 course offerings.

November - use the Instructional Scheduling Assistant (ISA) to propose summer course offerings.

December - Summer Session Advisory Committee meets to review all proposed course offerings.

- Departments & programs will then be able to check the approved status in the ISA.
- The approved course offerings will display on the Preview of Classes on the Summer Session website.

January - academic departments & programs work with the Registrar-Scheduling team on the initial scheduling submission.

Summer Session Annual Workflow

October	November	December	January	February	March
Call for Course Proposals	Course proposals due Summer Session kickoff meeting	Training: How to hire Summer Instructors Summer Session Advisory Committee meeting Preview of Classes posted	Approved courses scheduled within ISA Schedule build spreadsheets due to Registrar	Classroom assignments as needed Faculty teaching appointment letters sent out Approved courses set up in ISIS	Schedule of Classes available on TritonLink
April	May	June	July	August	September - in progress
Students begin enrollment	Enrollment management of waitlists Student fees assessed	Session 1 classes begin Tuition & fees due	Students: Add/drop classes Faculty Pay Date (Session 1) Tuition & fees due	Session 2 classes begin	Sessions end Reporting begins Faculty Pay Date (Session 2)

Resources for Summer Session instructors:



2022 Guidebook

Coming in November.

Engaged Teaching Hub

All Summer Session instructors are eligible for services at the [Engaged Teaching Hub at the Teaching + Learning Commons](#)



Summer Session
 University of California San Diego
 Phone: 858-534-5258
 Email: summer@ucsd.edu
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