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)
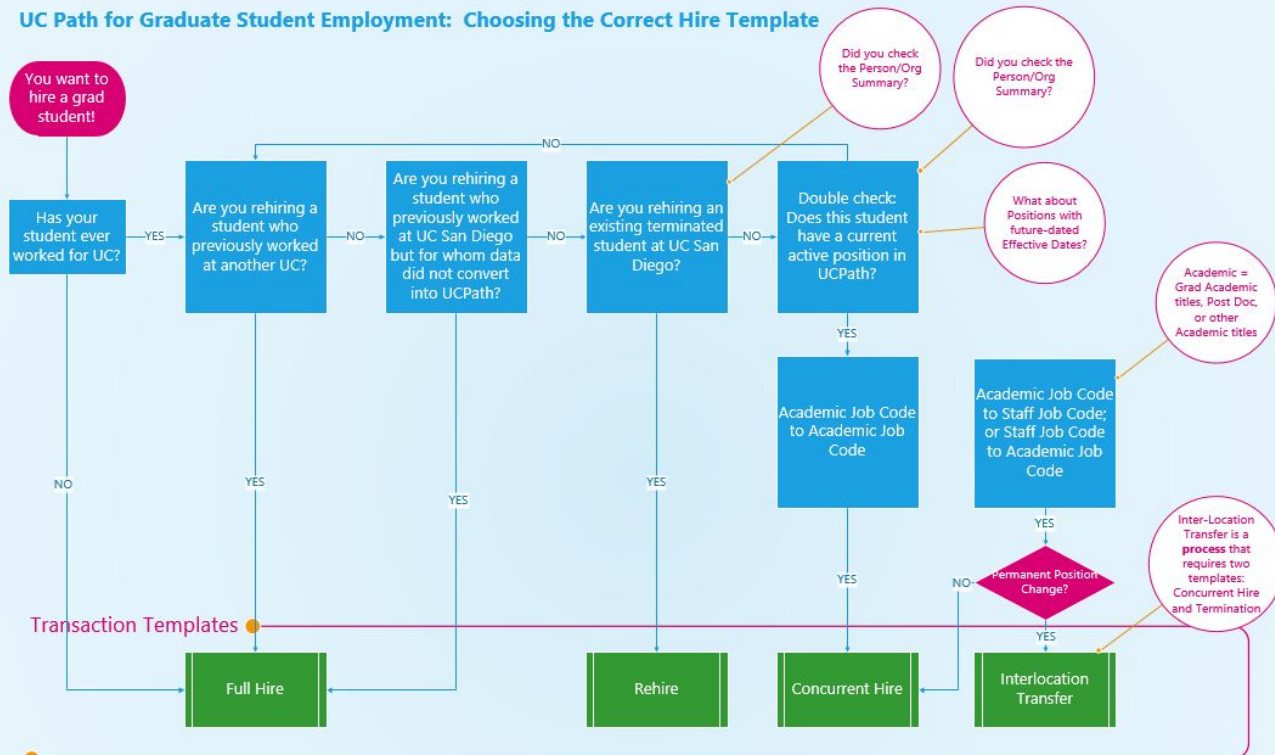
- Only enter approved appointments into UCPath
  - What if the class gets cancelled?
    - Student will move to a different job
    - Student will not move to a different job (no employment) - Freeze unfilled position OR process termination template on the effective date of the hire (ex: 07/01 hire date and not going to work, use 07/01 as the termination date)

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?

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

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→ ... YES

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.

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

Summer Session Payroll

Graduate Student Employment

▼ 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.

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

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

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: 07/07**
    - **Summer Session 2: 08/04**
    - **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 ▶ La

*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: $4,007.83   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	07/01/2025	08/01/2025
End Date	07/31/2025	08/31/2025

Data Entry   **Verify Data**

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   07/01/2025 📅   ➕ ➖

▼ Payment Details

Find | View All   First ◄ 1 of 1 ► Last

➕ ➖

Addl Seq #:   1

End Date   07/31/2025 📅   **Reason**   New Additional Pay ⌄

Pay Period Amt $5,306.00

This example is for a 50% TA in a regular 5-week session, at Step 2.

Goal Amount   5306   **Goal Balance**

☑ Prorate Additional Pay

Applies To Pay Periods

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

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   08/01/2025   📅   ➕ ➖

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

➕ ➖

Addl Seq #:   1

End Date   08/31/2025   📅   **Reason**   New Additional Pay   ⌄

Pay Period Amt $8,821.00

Goal Amount   8821   **Goal Balance**

☑ **Prorate Additional Pay**

This example is for a 50% Associate Instructor in a regular 5-week session, at Step 5.

Applies To Pay Periods

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

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   `07/01/2025` 📅   ⊞ ⊟

▼ Payment Details

Find | View All   First ◀ 1 of 1 ▶ Last

⊞ ⊟

Addl Seq #:	1	
End Date	`08/31/2025` 📅	**Reason** `New Additional Pay` ⌄
Pay Period Amt	`$5,152.00`	
Goal Amount	`10304`	**Goal Balance**

☑ **Prorate Additional Pay**

This example is for a 50% TA working in both Session 1 & 2, at Step 1.

Applies To Pay Periods

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

Transaction Comments Template - Monthly

Scenario	Associate Instructors	
Full Hire /Rehire /Concurrent Hire	[Hire] effective 07/01/25 Summer Session I, Salary Point 5, 50.00% (0.00% FTE, flat-rate paid on Add'l Pay) Course Dates: 06/30/25-08/02/25 Course Payment: $8,821 (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 [06/30/25] to [07/31/25] Change FTE effective [07/01/25] from [50.00%] to 0.00%.	
Extend End Date + FTE Change + Additional Pay	Extend End Date effective [06/30/25] to [07/31/25] Change FTE effective [07/01/25] from [50.00%] to 0.00%. Additional Pay effective 07/01/25-07/31/25 Pay Period/Goal Amount: $8,821	
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 07/01/25-07/31/25 Pay Period/Goal Amount: $8,821	

Transaction Comments Template - Hourly

Scenario	Reader	Tutor
Full Hire /Rehire /Concurrent Hire	[Hire] effective 06/30/25 Summer Session I, Reader, 25.00% Course Dates: 06/30/25-08/02/25	
Extend End Date + FTE Change	Extend End Date effective [06/30/25] to [08/02/25] Change FTE effective [06/30/25] from [50.00%] to [25.00%]	
Extend End Date + FTE Change + Additional Pay	N/A	N/A
Additional Pay	N/A	N/A

ASEs' Experience-Based Salary

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](#)

General reminder:
- *Summer quarters do not count TOWARD experience*
- *Summer quarters do not count AGAINST experience (i.e. they don't influence the 18-quarter limit or limit of 3 UD classes allowed to be taught)*

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	Academic Personnel	GEPA
Lisa Bargabus summer-payroll@ucsd	Kelly Maheu kmaheu@ucsd.edu Heather Zion hzion@ucsd.edu	Courtney Aguila (back in July!) grademployment@ucsd.edu Dimple Bhatt grademployment@ucsd.edu