INSTRUCTIONS FOR MASS UPLOAD – ASSOCIATES-IN & TAs

For Associates – The Mass Upload for Summer Session Additional Pay is highly encouraged, but not mandatory.

For Teaching Assistants - The Mass Upload for Summer Session Additional Pay is highly encouraged if you have a large quantity.

Note that if you don’t use the Mass Upload, you will need to manually enter the additional pay in UCPath.

Your department Payroll Documents folder on the Summer Session OneDrive contains a full list of your Summer Session instructors as of 7/21/21. This list can help you complete your Mass Upload spreadsheet.

NEXT STEPS FOR DEPARTMENTS – AUGUST Pay Period

1. Download a blank Mass Upload spreadsheet from the Graduate Division Collab site.

2. Fill-in the spreadsheet for Associate-Ins and TAs getting paid in the AUGUST pay period.
   a. Refer to this chart with example Summer Session payment amounts for Academic Student Employees.

3. Turn-in your completed Mass Upload spreadsheet to Graduate Division using this Google form. **DEADLINE is AUGUST 6th.**
   a. Graduate Division will upload the additional pay – so you don’t have to enter it manually.

4. If you haven’t already, please be sure to update the funding in UCPath for all Associates-In and TAs getting paid in the AUGUST pay period.
   a. We can’t automate this part, so please be sure to manually update the funding in UCPath.

If you have questions about the Mass Upload for Additional Pay for Associates-In and TAs, please submit a ticket to Graduate Division FSU via https://support.ucsd.edu/services.

TRAINING MATERIALS

Materials from our Summer Session payroll training session can be found on the Summer Session website.

- Presentation slides
- Video recording of the session