
Payroll Training

Summer Session 2021

June 2, 2021

Agenda



UC San Diego

What's New for Summer Session 2021

Processing Payments for Faculty and Lecturers

Processing Payments for Graduate Students

Q & A

Summer Session - Lisa Bargabus

Academic Personnel - Kelly Maheu & Heather Zion

Graduate Division - Courtney Aguila, Kacy Cashatt, & Laura Jimenez

Summer Session 2021

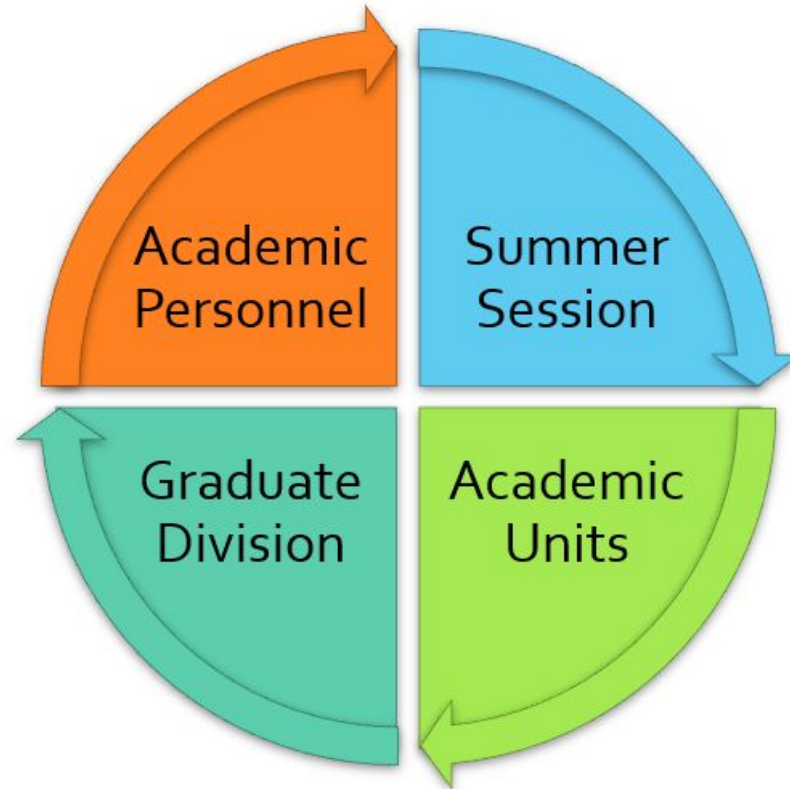
Session	Course Dates	Monthly Pay Date
Session 1 - 5 Weeks	6/28/21 - 7/31/21	7/30/21
Session 2 - 5 Weeks	8/2/21 - 9/4/21	9/1/21
Special - 3 Weeks <i>1 of 3</i>	6/28/21 - 7/17/21	7/30/21
Special - 3 Weeks <i>2 of 3</i>	7/19/21 - 8/7/21	7/30/21
Special - 3 Weeks <i>3 of 3</i>	8/9/21 - 8/28/21	9/1/21
Special - 6 Weeks	8/2/21 - 9/11/21	9/1/21
Special - 8 Weeks	6/28/21 - 8/21/21	7/30/21
Special - 10 Weeks	6/28/21 - 9/4/21	7/30/21

Summer Session 2021 - What's Happening Now?

33,933 enrollments - Down 8% from 2020
13,372 headcount - Down 2% from 2020
3,786 on waitlists - Down 46% from 2020

APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER
Students Begin Enrolling in Classes.	Enrollment management of the waitlist begins. Student fees assessed.	Session 1 fees due. Session 1 classes begin 6/28/21. Session 2 student fees assessed.	Students: Add/Drop courses Session 2 fees due. Faculty Pay Date 7/30/21. (Session 1 + July Special Sessions)	Session 2 classes begin 8/2/21.	Session ends. Reporting begins Faculty Pay Date 9/1/21 (Session 2 + August Special Sessions)

Summer Session Payroll = Teamwork!



Remote Teaching Okay for Faculty & Lecturers

UCOP HAS NOT YET APPROVED INTERNATIONAL GRADUATE STUDENTS TEACHING REMOTELY!

What's New for 2021?

Remote Teaching

Monthly APS Announcements - April 6, 2021

International Tele-Work

Per UCOP guidance, academic appointees who are subject to travel restrictions or are not able to obtain work authorization may continue to be appointed from abroad through the Summer 2021. International work agreements will not be extended beyond the summer quarter. Academic appointees will be required to have work authorization and be in residence for fall quarter service or other arrangements will need to be made, such as delayed start dates or leaves. Please contact Academic Personnel Services with questions.

Temporary Remote Agreement:

<https://aps.ucsd.edu/faculty-resources/covid-19/leavefaq.html#Temporary-Remote-Work-Agreement>

What's New for 2021?

Canvas Early Access

New Process to set-up Early Canvas Access for New Instructors

Summer Session is providing a list of instructors to the Canvas team.

The Canvas Team will reach out to department IT staff to set instructors up early. (Similar to the process used during the current Academic Year.)

What's New for 2021?

Independent Studies & Unit 18 Lecturers

Unit 18 Lecturers no longer need Union (UC- AFT) Permission to teach Independent Studies in Summer Session.

The Union reached out to Labor Relations to confirm that per Article 23 of the MOU, the University is not obligated to abide by the UC- AFT and UCSD local agreement in the summer.

For Independent Studies classes in Summer Session - requests in EASy will no longer route to the Union (AFT) and Divisional Dean's offices for approval.

Overview of the Financials

How the Financials Work

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 PRC ratio. [See Guidebook, page 41.](#)

A new TA Allocation model for the campus is being implemented Fall Quarter. It will be used for Summer Session 2022.

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 7, 2021.

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

Full Course Salary

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

Contingent Salary for low enrollment (< 15 students)

$\$150 \times \# \text{ of Units} \times \# \text{ of Students}$

4 Unit Course	\$600 per student
2 Unit Course	\$300 per student

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

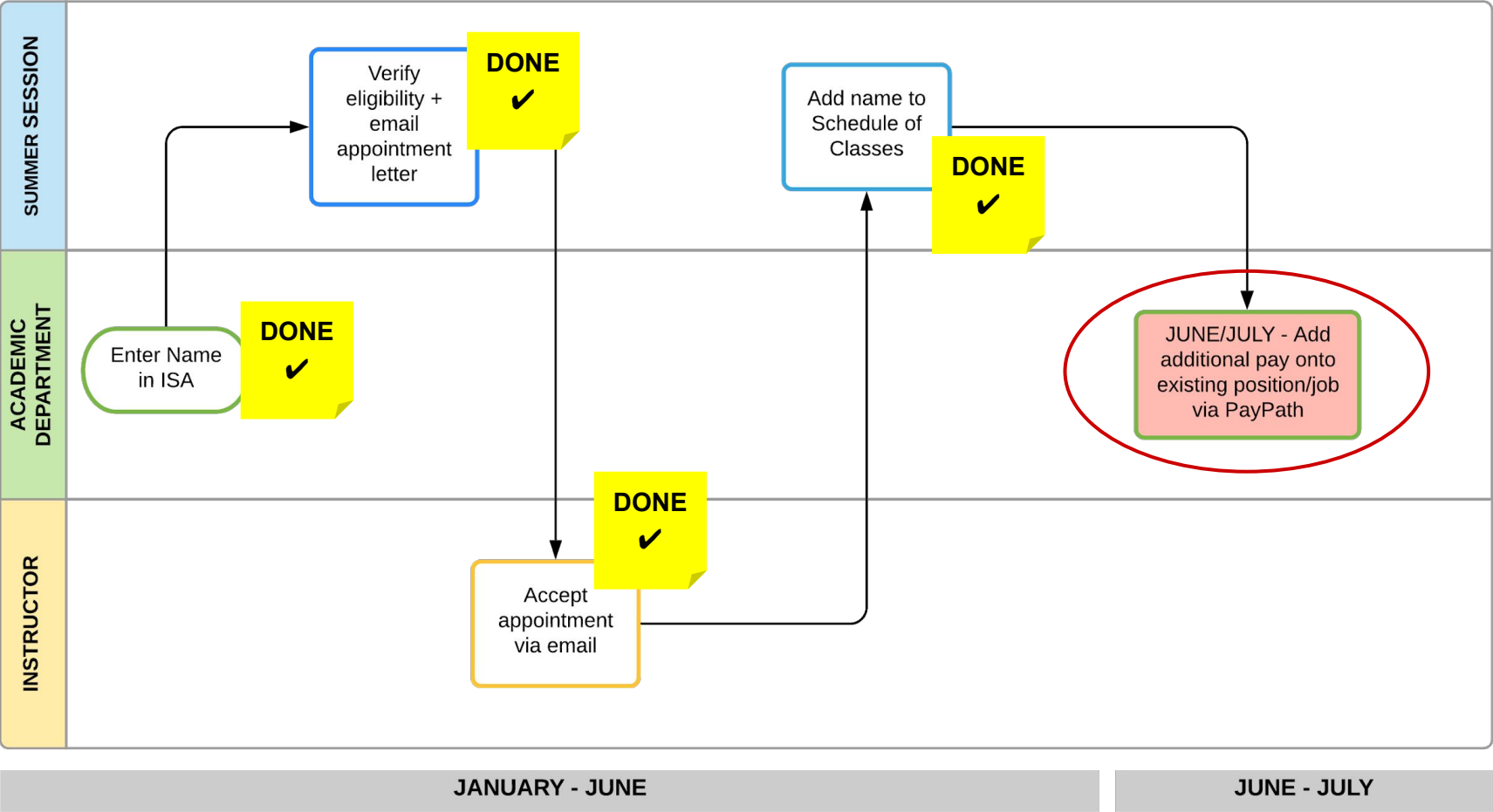
Fiscal Year staff can earn up to 1/12th annual salary in additional Summer Session compensation.

Recall faculty can be paid 43% of their monthly earnings for July-September.

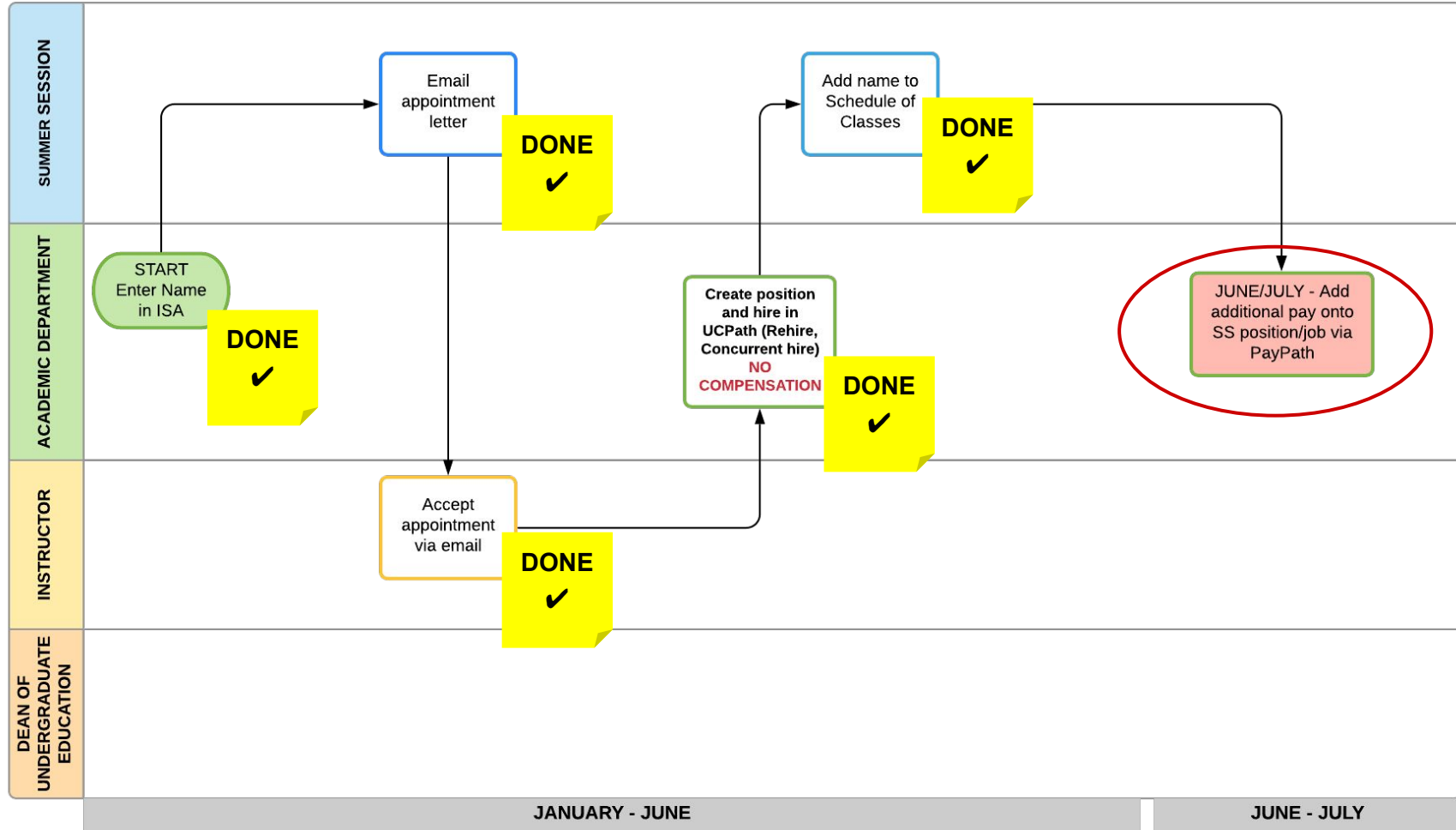
Maximum earnings for all Summer Session instructors - 33% annual salary (3/9ths).

Review: Hiring Faculty, Recalls & Lecturers

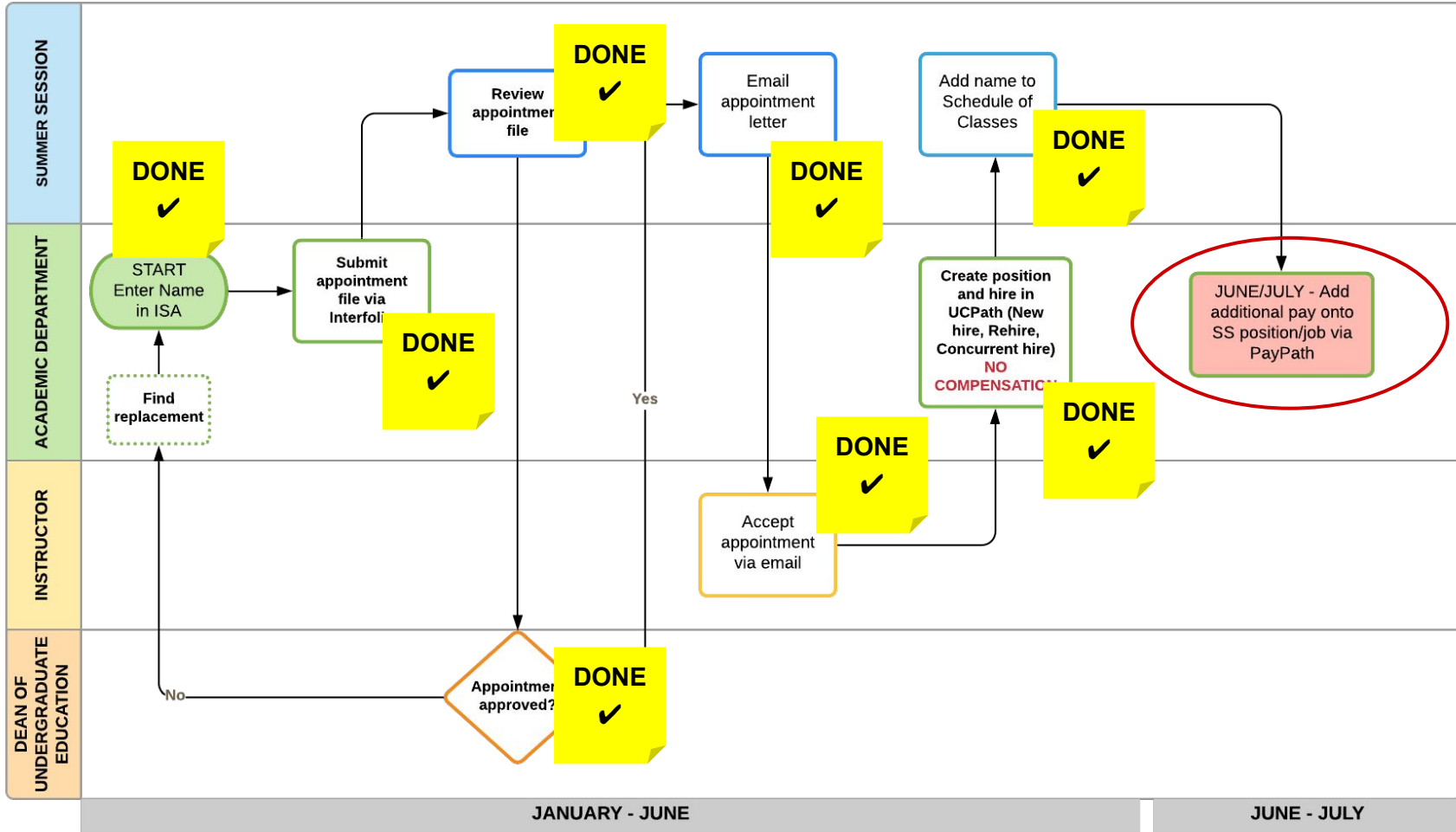
Hiring Faculty and LSOE/LPSOE



Hiring Lecturers Who Taught During the 2020-2021 Academic Year



Hiring Lecturers Who Did Not Teach in the 2020-2021 Academic Year, and Recall Faculty



Tips for Summer Session Positions & Hires in UCPATH - LECTURERS

POSITIONS

Okay to Reuse Positions from Summer Session 2020.

* You must change the funding if it differs.

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

Effective Date = Beginning of summer pay period
7/1/21 or 8/1/21

Expected Job End Date = Last day of pay period they will be paid
7/31/21 or 8/31/21 (9/30/21 if needed)

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>

Tips for Summer Session Positions & Hires in UCPath - RECALLS

POSITIONS

Okay to Reuse Positions from Summer Session 2020.

* You must change the funding if it differs.

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 Concurrent Hire Template

Effective Date = Beginning of summer pay period
7/1/21 or 8/1/21

Expected Job End Date = Last day of pay period they will be paid
7/31/21 or 8/31/21 (9/30/21 if needed)

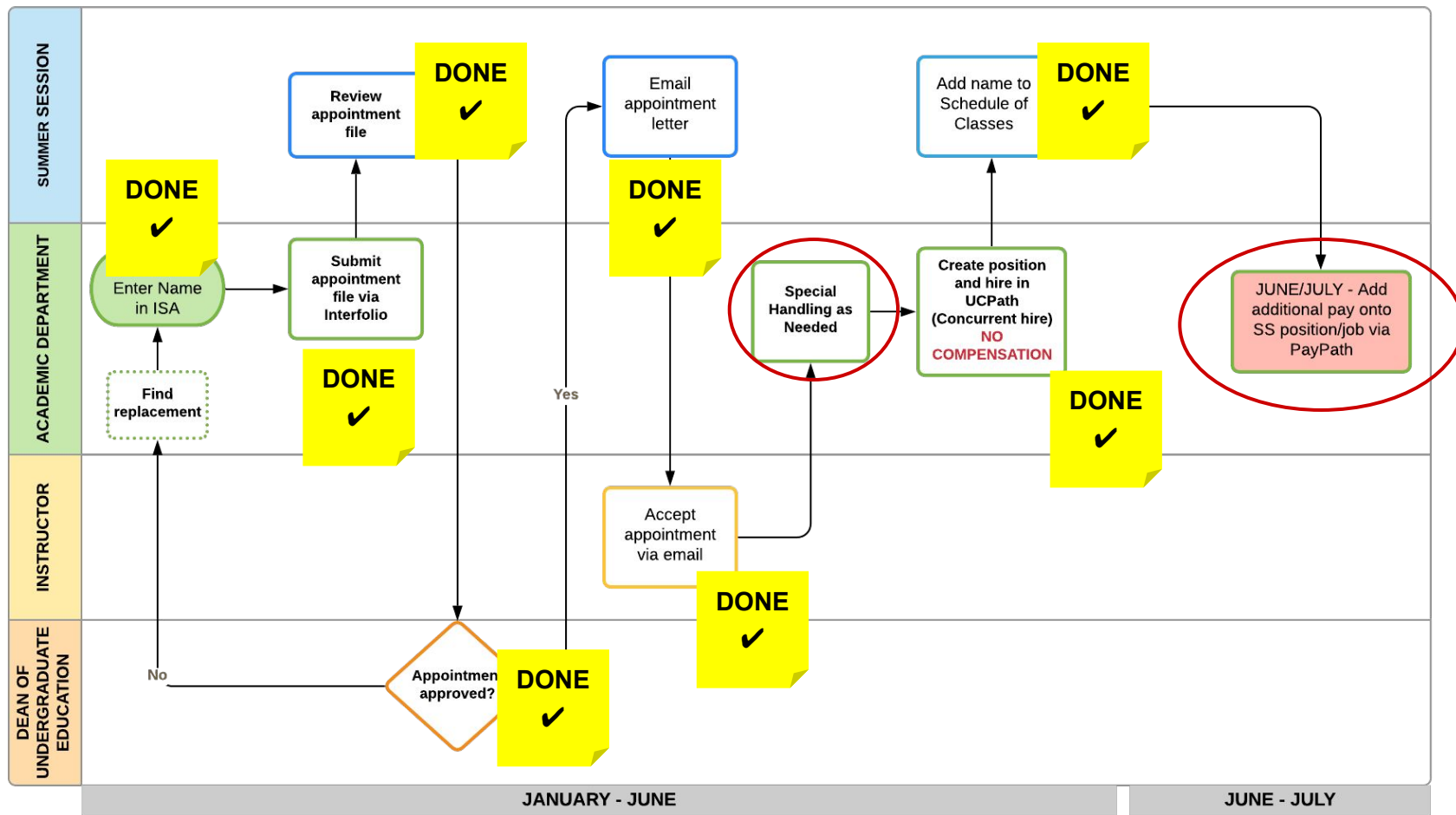
On the **Job Data** tab:

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 - International Faculty Teaching Remotely

Need a Temporary Remote Work Agreement.

<https://aps.ucsd.edu/faculty-resources/covid-19/leavefaq.html#Temporary-Remote-Work-Agreement>

Taxes are different when not working in CA.

Instructor must complete Out-of-State tax form (domestic) or Foreign Source Income Statement form (International). Instructions are here:

<https://ucpath.ucsd.edu/transactors/local-updates-posts/out-of-state-tax-11252020.html>

Also materials in the UPK - Employee Self Service - Employee Actions: International Hire folder.

Tip - Be very clear and detailed in the initiator comments of the hire transaction. Make sure to state that the faculty is International, working remotely, and whether they have a United States SSN.

Special Cases - Visiting Professors

Eligible to teach Summer Session with a Visiting Professor job code

If they have a Visiting Prof appointment ending 6/30/21:

- Extend the end date
- Change the FTE to 0

(Otherwise they will get paid from your department and Summer Session.)

Because they are only teaching, hiring as a 1550 Lecturer is also okay.

- If they had a 2020-2021 AY Visiting Prof appointment at UCSD, match that salary as close as possible on the Unit 18 scale.

NEW - How We Will Process Additional Pay for Faculty & Lecturers

NEW - Unit 18 Lecturer 1% Contractual Increase Effective 6/1/21

1% increase will be applied automatically in UCPath

FREEZE: 6/5/21 - 6/10/21

DO NOT Initiate or Approve any Unit 18 Entries in UCPath during the freeze.

Impact for Summer Session - All Lecturer course salaries need to be recalculated!

Course salaries are based on annual salaries in effect on 6/30/21.

NEW PROCESS - Mass Upload of Additional Pay for Faculty & Lecturers

Step 1 - Summer Session will fill-in mass upload templates with:

- Instructor Names
- Pay Dates
- Earnings Codes
- Payment Amounts
- Notes about payments from other departments, suggested spread for payments, etc.

Mass Upload templates will be uploaded to department folders on OneDrive:

<https://go.ucsd.edu/3cPRUEF>. *Same folder where your appointment letters are uploaded.*

NEW PROCESS - Mass Upload of Additional Pay for Faculty & Lecturers

Step 2 - Academic Departments will fill-in Mass Upload spreadsheet with:

- Job Code
- Employee ID
- Position #
- Notes if the payment suggested by Summer Session needs to be adjusted (like if the faculty is getting other summer salary).

Departments will upload completed Mass Upload spreadsheet back to their department folder on OneDrive: <https://go.ucsd.edu/3cPRUEF>.

Add DONE to the end of the file name.

NEW PROCESS - Mass Upload of Additional Pay for Faculty & Lecturers

Step 3 - Academic Departments enter funding into UCPATH for each instructor.

ASN or ACS Earnings Codes - as shown on the Mass Upload template

If faculty are teaching for multiple departments, funding needs to be split accordingly.


Summer Session will list other departments in the Notes column.

“Home” department needs to request chart string from other department.


Sample Mass Upload Spreadsheet

Spreadsheets will be in Department OneDrive folders: <https://go.ucsd.edu/3cPRUEF>.
Different Spreadsheet for each Pay Period.

Employee Last Name	Employee First Name	Job Code	Summer Session	Empl Id	Empl Rcd #	Position#	Pay Period End Dt	Earnings Begin Dt	Earnings End Dt	Earnings Code	Amount	Notes
				CHAR(8)	CHAR(3)	CHAR(8)	MMDDYYYY	MMDDYYYY	MMDDYYYY	CHAR(3)	\$ NBR (12)	
Triton	Tommy	001506	I	10000013	0	10001220	07312021	07012021	07312021	ASN	4,840.00	
Potter	Harry		I				07312021	07012021	07312021	ASN	4,840.00	
Weasley	Ron		I				07312021	07012021	07312021	ASN	9,680.00	
Granger	Hermione		I				07312021	07012021	07312021	ACS	10,430.00	10,430 in July + 10,430 in August (\$20,860 total)



Departments enter info into the yellow columns.



Departments enter/edit Notes to Summer Session as needed.

Deadlines & Timing

Mass Upload Spreadsheets for Faculty and Teaching Professors are not ready, yet.

Courses might be canceled.

Salaries might be reduced for low enrollment.

Contingent rate is: $\$150 \times \# \text{ of Units} \times \# \text{ of Students}$

Deadlines & Timing

	Summer Session Captures Enrollment	Summer Session Identifies Canceled Classes & Reduced Salaries	Departments DOWNLOAD Mass Upload Spreadsheet from OneDrive	DEADLINE for Departments to turn-in Mass Upload Spreadsheet on OneDrive
SESSION 1	6/2/21	6/7/21	6/21/21	7/2/21
SESSION 2	7/7/21	7/12/21	7/26/21	8/6/21
SPECIAL SESSION	Varies	Varies	6/21 or 7/26 Depends on the pay date.	7/2 or 8/6 Depends on the pay date.

To-Do List for Faculty & Lecturer Additional Pay

JULY PAY PERIOD	AUGUST PAY PERIOD	SEPTEMBER PAY PERIOD
<p>Finish hiring Session 1 Instructors ASAP</p> <p>UCPath FREEZE for Unit 18 Lecturers 6/5-6/10.</p> <p>Download Mass Upload Spreadsheet from OneDrive - 6/21/21</p> <p>Fill-in your Spreadsheet</p> <p>Turn-in your filled-in Mass Upload Spreadsheet to OneDrive - 7/2/21 Add "DONE" to the end of the file - so I know you are finished.</p> <p>Assign position funding by 7/19/21. Get chart strings from other departments as needed.</p>	<p>Finish hiring Session 2 instructors ASAP</p> <p>Download Mass Upload Spreadsheet from OneDrive - 7/26/21</p> <p>Fill-in your Spreadsheet</p> <p>Turn-in your filled-in Mass Upload Spreadsheet to OneDrive - 8/6/21 Add "DONE" to the end of the file - so I know you are finished.</p> <p>Assign position funding by 8/19/21.</p> <p>Get chart strings from other departments as needed.</p>	<p>Download Mass Upload Spreadsheet from OneDrive - 8/23/21</p> <p>Fill-in your Spreadsheet</p> <p>Turn-in your filled-in Mass Upload Spreadsheet to OneDrive - 9/3/21 Add "DONE" to the end of the file - so I know you are finished.</p> <p>Assign position funding by 9/19/21.</p> <p>Get chart strings from other departments as needed.</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-2020

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:

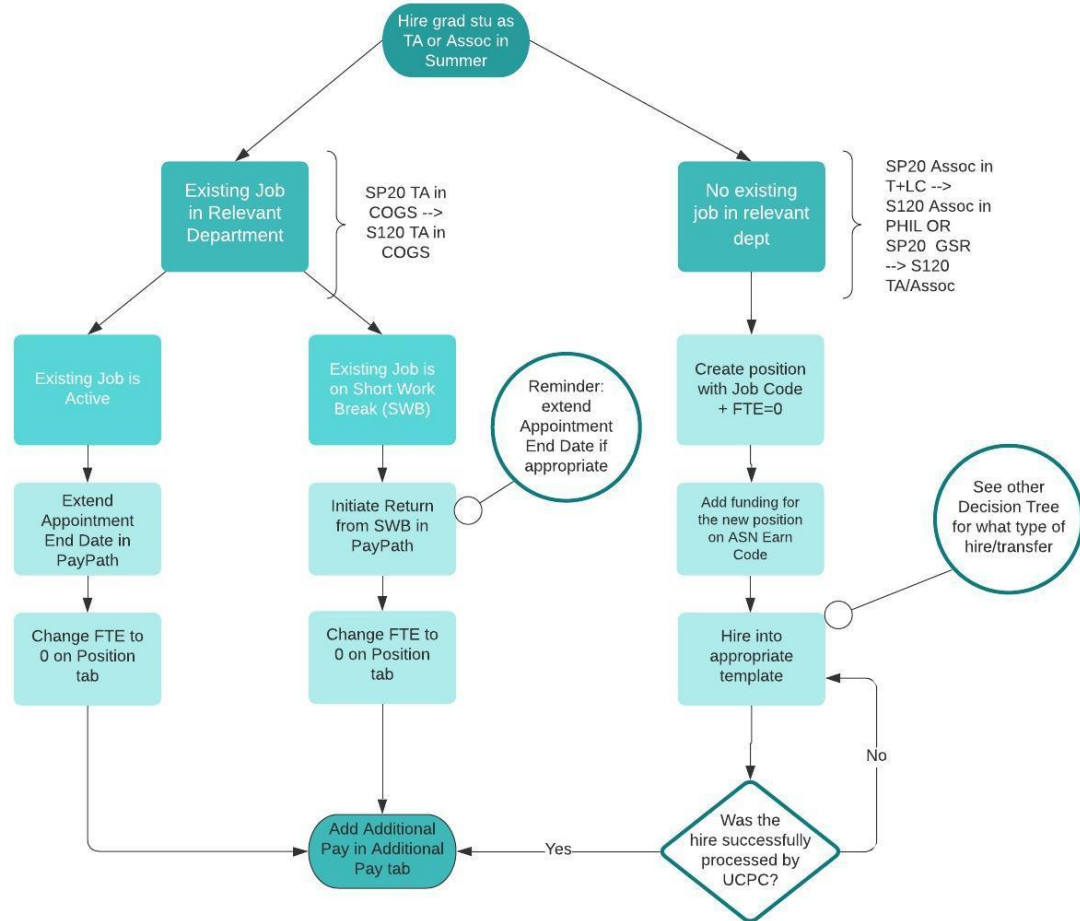
- Coordinating with Graduate Employment, Summer Session, and other departments to ensure percentage of appointment limits are not exceeded
- Looking the employee up on the **Person Organizational Summary** page to check for other active jobs at UCSD or other campuses
- Submitting transactions in time for approval before the Employee Data Change deadline on the *Payroll Processing Calendar*

Summer Session Payroll

Graduate Student Employment

Graduate Student Summer Employment

Courtney Aguila | May 18, 2021

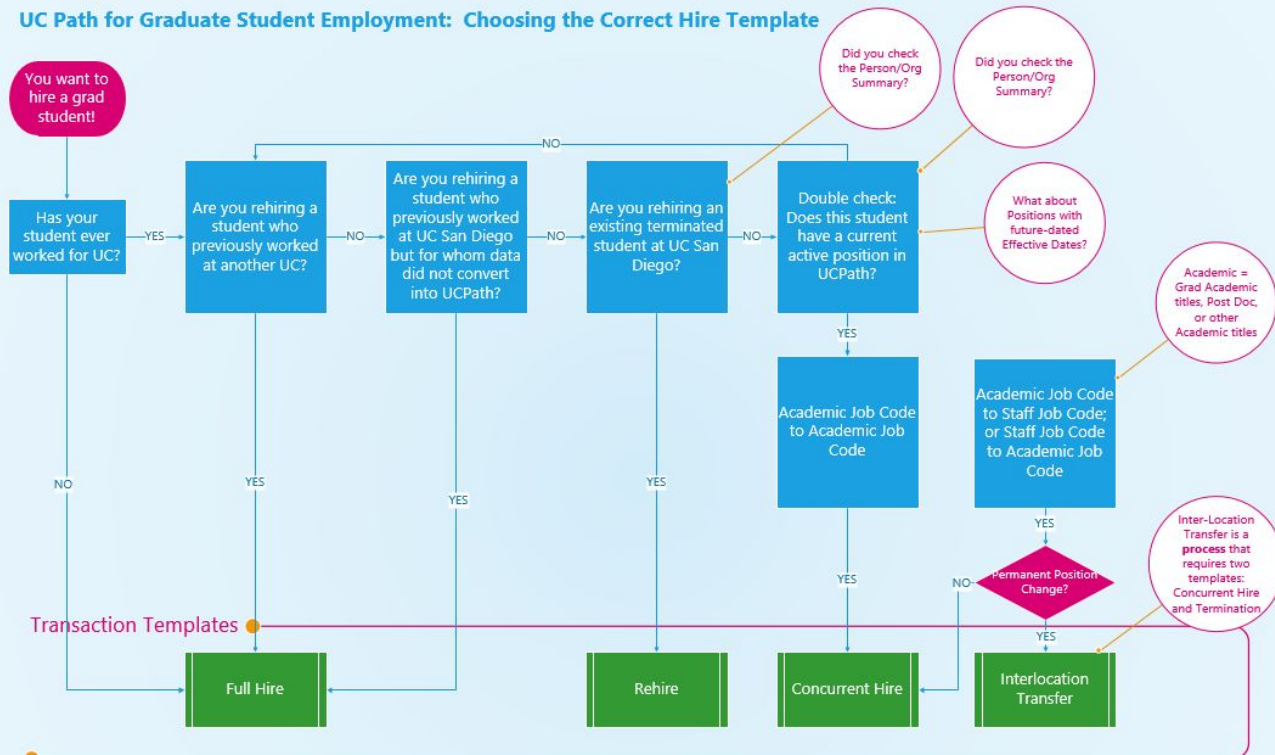


Choosing the Correct Template

- Full Hire
- Rehire
- Concurrent Hire
- Interlocation Transfer

<https://collab.ucsd.edu/x/rROYBO>

UC Path for Graduate Student Employment: Choosing the Correct Hire Template



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.

Summer Session Payroll

Graduate Student Employment

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 starts 08/02, but we're using pay periods only in UCPath

- 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

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.

Mass Upload Additional Pay

- https://collab.ucsd.edu/x/iS_YBQ
- 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 person, and update funding ahead of submitting this info to us
- Timing
 - Positions created, people hired, funding added, Google Forms submitted
 - Due Dates:
 - Summer Session 1: 07/02
 - Summer Session 2: 08/06
 - Summer Session 3: Varies (need at least 10 business days prior to applicable payroll deadline)

Mass New Hire/Concurrent Hire

Info Session on Wednesday, June 16 from 9am - 10am

- Provide presentation and time for Q&A
- Walk-through of the spreadsheet creation and MS Teams Channel navigation
- Individuals must attend training session to be eligible for submitting these templates
- Minimum of 25 for upload

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

Data Entry

Verify Data

Position Data | Job Data | Additional Pay Data

Employee _____ 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: Pay Begin

Payment Details Find | View All First 1 of 1 Last

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: \$2,507.666667 Frequency:

Default Job Data

Position: 40795519 TEACHG ASST-GSHIP

Business Unit: SDCMP UC San Diego Campus

Department: 000209

Job Code: 002310 TEACHG ASST-GSHIP

FTE: 0.500000

Employee Status: Active Expected Job End Date: 06/30/2021

Save for Later Save And Submit Cancel Upload | View Supporting

Transaction ID NEW

Workflow Status Apprvl Prc

Request Status In Progress

Initiator's Comments

See Comment Templates

User ID 10081079

	Summer Session I	Summer Session II
Effective Date	07/01/2021	08/01/2021
End Date	07/31/2021	08/31/2021

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 (6/28/21 - 7/31/21) - Pay date 7/30/21

Position Data	Job Data	Additional Pay Data
Employee		Empl ID
		Empl Record 0
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: 07/01/2021		
Payment Details Find View All First 1 of 1 Last		
Addl Seq #: 1		
End Date: 07/31/2021 Reason: New Additional Pay		
Pay Period Amt: \$3,420.00		
Goal Amount: 3420 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		

No Data present for current Additional Pay

Job Code 001506 Associate-In at 50%
2nd Session (8/2/21 – 9/4/21) - Pay date 9/1/21

Position Data	Job Data	Additional Pay Data
Employee		Empl ID
		Empl Record 0
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: 08/01/2021		
Payment Details Find View All First 1 of 1 Last		
Addl Seq #: 1		
End Date: 08/31/2021 Reason: New Additional Pay		
Pay Period Amt: \$4,765.00		
Goal Amount: 4765 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		

No Data present for current Additional Pay

Job Code 002310 Teaching Assistant (TA) at 50%
1st Session (6/28/21 – 7/31/21) - Pay date 7/30/21 & 2nd Session (8/2/21 – 9/4/21) - Pay date 9/1/21

Position Data	Job Data	Additional Pay Data
Ayush Agarwal		Employee
Empl ID 10482026		Empl Record 0
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: 07/01/2021		
Payment Details Find View All First 1 of 1 Last		
Addl Seq #: 1		
End Date: 08/31/2021 Reason: New Additional Pay		
Pay Period Amt: \$3,420.00		
Goal Amount: 6840 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		

No Data present for current Additional Pay

Transaction Comments Template - Monthly

Scenario	Associates-in	Teaching Assistant
Full Hire /Rehire /Concurrent Hire	[Hire] effective 07/01/21 Summer Session I, Associate-In, 50.00% (0.00% FTE, flat-rate paid on Additional Pay) Course Dates: 06/28-07/31 Course Payment: \$4,765	
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 [06/30/21] to [07/31/21] Change FTE effective [07/01/21] from [50.00%] to 0.00%.	
Extend End Date + FTE Change + Additional Pay	Extend End Date effective [06/30/21] to [07/31/21] Change FTE effective [07/01/21] from [50.00%] to 0.00%. Additional Pay effective 07/01/21-07/31/21 Pay Period/Goal Amount: \$4,765	
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 07/01/21-07/31/21 Pay Period/Goal Amount: \$4,765	

Transaction Comments Template - Hourly

Scenario	Reader	Tutor
Full Hire /Rehire /Concurrent Hire	[Hire] effective 06/28/21 Summer Session I, Reader, 25.00% Course Dates: 06/28-07/31	
Extend End Date + FTE Change	Extend End Date effective [06/30/21] to [07/31/21] Change FTE effective [06/28/21] 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

Lessons learned from 2020

- 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](#)

Where to Find UCPath Help

UC San Diego Job Aids and Quick References

<https://ucpath.ucsd.edu/training/job-aids.html>

UCPATH

UC San Diego

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UCPath / Training / Job Aids

Training

Training Hub

GO LIVE Survival Kit

Training Environment Practice


UCPath BootCamp Day-By-Day

Review and Reinforcement

Job Aids

UC San Diego Job Aids and Quick References

- **Job Aids:** Provide succinct step-by-step instructions for key transactions with appropriate business process context
- **Quick References:** Provide summarized information on concepts and data that span multiple UCPath transactions and modules



We are creating Job Aids especially for our UC San Diego transactors. If the Job Aid below does not have a hotlink, it is still in progress, but coming soon.

+ Expand All

▶ Global References

▶ Accruals Management

▶ Extended Leave of Absence

▶ Funding

▶ PayPath Transactions

Where to Find UCPath Help

Submit a Ticket through Service Now

<http://support.ucsd.edu>

You can submit UCPath questions through Service Now, and a team of our local experts will respond.

1. Go to **support.ucsd.edu**
2. Select **Payroll, Academic Personnel & HR**
3. Select **Get Help & Order Services**
4. In the Categories box on the left side of the page, select **Get Help (UCPath)**
5. Select **Submit a Ticket**
6. In the first field, select I want to...**Make a Request.**
7. Complete the remaining fields with your question. You can also attach screen shots.
 - a. Grad Employment: [Services & Support Collab page](#)
8. When you are done, select **Submit.**

Academic Unit To-Do Checklist

JUNE	Hire all Session 1 and July Special Session Instructors in UCPATH. Download & fill-in spreadsheets for mass uploads.
6/2-6/4	<ul style="list-style-type: none"><input type="checkbox"/> Process remaining Graduate Student Positions & Hires in UCPATH after approved by Graduate Division Dean.<input type="checkbox"/> Download Mass Upload Spreadsheet for grad students from collab site. https://collab.ucsd.edu/x/iS_YBQ<input type="checkbox"/> Process remaining Lecturer & Recall Positions & New Hires/Rehires/Concurrent Hires in UCPATH. (DUE must approve Visiting Lecturers before processing in UCPATH.)
6/5-6/10	★ DO NOT Initiate or Approve any Unit 18 Lecturer Entries in UCPATH
6/21	<input type="checkbox"/> Download copy of the Mass Upload Spreadsheet for Faculty and Lecturers - JULY from your department folder on OneDrive https://go.ucsd.edu/3cPRUEF .


Academic Unit To-Do Checklist

JULY	Turn in Mass Upload Worksheets & Enter Funding in UCPATH for Session 1 & July Special Session classes. Finish hiring Session 2 instructors.
7/2	<div><input type="checkbox"/> DEADLINE - Turn in mass upload spreadsheet for SESSION 1 & July Special Session grad student payments at this link: https://forms.gle/GJrdDSMfuiFpVCkD9</div> <div><input type="checkbox"/> DEADLINE - Turn in mass upload spreadsheet for SESSION 1 & July Special Session faculty and lecturer payments on OneDrive department folder. https://go.ucsd.edu/3cPRUEF</div>
7/3 - 7/19	<div><input type="checkbox"/> Enter funding for all Summer Session July pay period payments (faculty, lecturers, and grad students) by 7/19.</div> <div><input type="checkbox"/> Finish hiring Session 2 instructors.</div>
7/20	★ UCPATH deadline for the 7/1-7/31 pay period, 3pm
7/26	Download copy of the Mass Upload Spreadsheet for Faculty and Lecturers - AUGUST from your department folder on OneDrive https://go.ucsd.edu/3cPRUEF .
7/30	Session 1 pay date

Academic Unit To-Do Checklist

AUG.	Turn in Mass Upload Worksheets & Enter Funding in UCPATH for Session 2 & August Special Session classes.	
8/6	<input type="checkbox"/>	DEADLINE - Turn in mass upload spreadsheet for SESSION 2 & August Special Session grad student payments at this link: https://forms.gle/GJrdDSMfuiFpVCkD9
	<input type="checkbox"/>	DEADLINE - Turn in mass upload spreadsheet for SESSION 2 & August Special Session faculty and lecturer payments on OneDrive department folder. https://go.ucsd.edu/3cPRUEF
8/6 - 8/19	<input type="checkbox"/>	Enter funding for all Summer Session August pay period payments (faculty, lecturers, and grad students) by 8/19
8/20	★	UCPATH deadline for 8/1-8/31 pay period, 3pm
8/23		Download copy of the Mass Upload Spreadsheet for Faculty and Lecturers - SEPTEMBER from your department folder on OneDrive https://go.ucsd.edu/3cPRUEF .
9/1		Session 2 pay date

Academic Unit To-Do Checklist

SEPT.	Turn in Mass Upload Worksheets & Enter Funding in UCPATH for Remaining Summer Session payments (as needed).
9/3	<div><input type="checkbox"/> DEADLINE - Turn in mass upload spreadsheet for remaining grad student Summer Session payments at this link: https://forms.gle/GlrdDSMfuiFpVCkD9</div> <div><input type="checkbox"/> DEADLINE - Turn in mass upload spreadsheet for remaining Summer Session faculty and lecturer payments on OneDrive department folder. https://go.ucsd.edu/3cPRUEF</div>
9/3-9/19	<input type="checkbox"/> Enter funding for all remaining Summer Session payments (faculty, lecturers, and grad students) by 9/19.
9/20	 UCPATH deadline for 9/1-9/30 pay period, 3pm
10/1	Pay Date

Questions?

We are happy to help!

Summer Session

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