Payroll Training
Summer Session 2025

May 29, 2025

Agenda

What's New for Summer Session 2025

UCPath Hires & Payments for Faculty and Lecturers

UCPath Hires & Payments for Graduate Students

Q & A

Summer Session - Lisa Bargabus

Graduate Education & Postdoctoral Affairs (GEPA) - Dimple Bhatt

SUMMER SESSION

UC San Diego

Summer Session 2025

| Session	Course Dates	Monthly Pay Date
Session 1 - 5 Weeks	6/30/25 - 8/2/25	8/1/25
Session 2 - 5 Weeks	8/4/25 - 9/6/25	8/29/25
Special - 3 Weeks *1 of 3*	6/30/25 - 7/19/25	8/1/25
Special - 3 Weeks *2 of 3*	7/21/25 - 8/9/25	8/1/25
Special - 3 Weeks *3 of 3*	8/11/25 - 8/30/25	8/29/25
Special - 8 Weeks	6/30/25 - 8/23/25	8/1/25
Special - 10 Weeks	6/30/25 - 9/6/25	8/1/25

Summer Session 2025 - What's Happening Now?

6 Weeks of Enrollment
Enrollment as of 5/27/25 - 33,598
2,757 students on Waitlists (75% 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 6/30/25 Session 2 student fees assessed.	Students: Add/Drop courses Session 2 fees due	Faculty Pay Date 8/1/25 (Session 1 + July Special Sessions) Session 1 ends Session 2 classes begin 8/4/25 Faculty Pay Date 8/29/25 (Session 2 + August Special Sessions)	Summer Session ends. Reporting begins
	Decide & Communicate - Will more seats be opened for students on the waitlists?				

Summer Session Payroll = Teamwork!
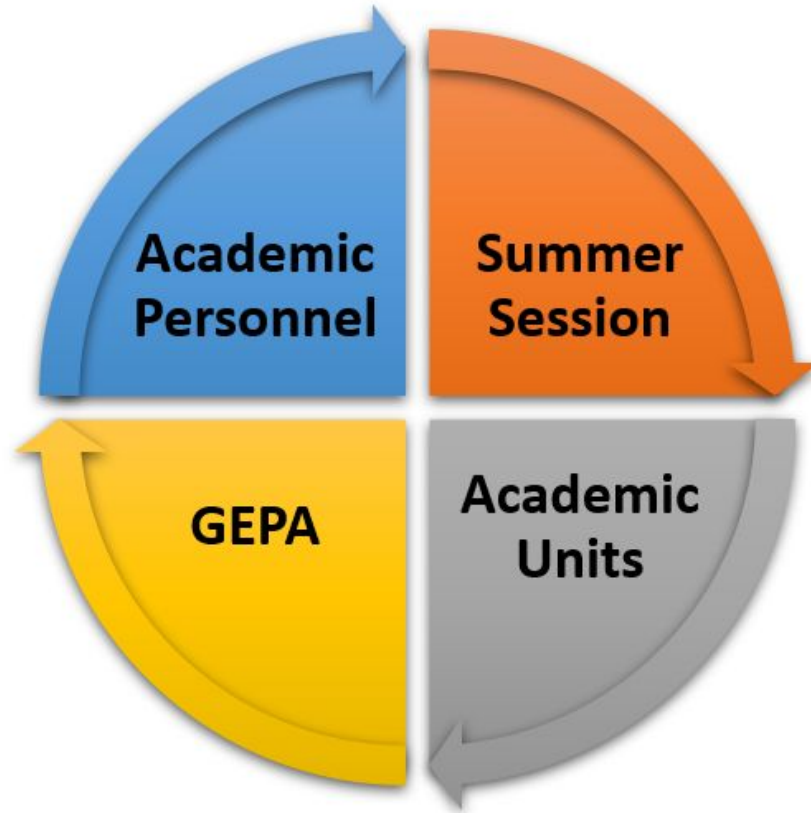
What's New for 2025?

Sick Leave Bank

1550 LECT in SUMMER SESSION appointees are eligible for the six day leave bank if they are appointed 30 calendar days or longer.

Unit 18 Lecturers who taught in the 2024-2025 AY and qualified for a six day bank do NOT get a separate summer bank.

Six days per calendar year total (1/1/25 - 12/31/25)

Sick days must be used on scheduled work days.

The bank/usage has to be tracked manually by the department.

Refer to the side letter for eligibility details
https://ucnet.universityofcalifornia.edu/wp-content/uploads/2025/02/IX-Side-Letter-Expansion-of-Paid-Sick-Leave-Signed-2.13.25.pdf

What's New for 2025?

Benefits Change Starting with 7/1/25 Retirees

Starting with 7/1/25 Retirees - If they are recalled within 180 days (26 weeks):

- Their retiree medical benefits will be halted and they will be offered employee benefits during the recall period.
- There is also a downstream Medicare impact (if Medicare-eligible).

To mitigate downstream benefits implications, Rehire should (ideally) be delayed until Retiree has been separated 180 days (26 weeks).

Retirees who are not impacted by this new policy:

- Retirees electing a Lump Sum Cashout at retirement (since they are not eligible for Retiree Health Benefits)
- Faculty members re-appointed into a "Job without Salary" position.

See details in the FAQ - [Returning to work at UC after retirement | UCnet](#)

What's New for 2025?

SB 791 Misconduct Clearance

Thank you for completing the SB 791 Misconduct Disclosure forms for your summer instructors (as needed).

Issue - Because there are 2 forms, candidates are entering their own title in their form that doesn't match the title submitted by the department.

Process Review
1. Determine which summer instructors will need to complete a Misconduct Disclosure form.
   a. Review chart on the APS website under **Disclosure Collection Process - For Summer Session Appointees**
2. Departments initiate the SB 791 process for each candidate by clicking the **Request an Employment Misconduct Disclosure** link on the APS website.
3. Once the candidate is cleared, departments will receive a notification email from Kuali (or from APS if further review is needed).
4. Departments include a PDF of the clearance notification in the summer Interfolio file in the **Candidate Documents** section (after the CV).

What's New for 2025?

Reminder - Submit remaining Interfolio files and IA System Applications

THANK YOU for submitting your Interfolio files and IA System applications!

Reminder to please submit any remaining Interfolio files and AI applications in the IA System.

Reminder - AI applications submitted after Spring Quarter ends will need a new Spring Eval!

Recall files in Kuali will be reviewed in the next week or so.

What's New for 2025?

Reminder - Canvas access for new instructors

Canvas will start creating summer courses on June 3rd.

For NEW instructors, their names cannot be added to the schedule until their appointment is active (7/1 or 8/1) and they get a PID.

Department Chairs can request to add new instructors to a Canvas course before they are added to the Schedule of Classes.

After June 3rd, Department Chairs can email the following information to canvas@ucsd.edu:

- Instructor's Active Directory (AD)
- Course they are teaching
- Subject code
- 6-digit Section code(s)

What's New for 2025?

Reminder - SET Evaluations

Please encourage your Summer Session instructors to increase their SET response rate.

SET FAQ for Faculty
https://set.ucsd.edu/faculty/faculty-faq.html

Tips to Increase SET Response Rates
https://set.ucsd.edu/faculty/tips.html

What's New for 2025?

Coure salaries still 11% annual salary for 4-unit course

Compensation for Standard 4-Unit Course = **11% annual salary**

NEW - Teach **3 courses MAX** in Summer Session
(3/9ths or 33% annual salary is max allowed)

3-7 Unit Course	1-2 Unit Course	8+ Unit Course
11% of UCSD AY annual salary	**5.5%** of UCSD AY annual salary	**22%** of UCSD AY annual salary

Course Salary – Use AY annual salary in effect on 6/30/25.

Summer Session 2025 is the end of the 2024-2025 AY.
So we use the annual salary in effect Spring Quarter 2025.

What's New for 2025?

Reminder - Use Salary Points for ASEs

Use Experience-Based Salary Points for Summer Session Assoc Instructors & TAs

- Use [10/1/24 Salary Scale](#)

- [Follow GEPA guidelines](#) to determine which salary point to use.

1506 Associate Instructors
[Use Salary Point 1, 5, or 7](#)

2310 TAs
[Summer Session Pay Rates by Salary Step & Percentage](#)

Tutors & Readers
[Example Summer Session Payments](#)

What's New for 2025?

Financial Model is the same.

How the Financials Work - Funding to Departments

Instructor Pay
Summer Session pays the instructor.
Not part of your department FTE.

Instructional Support
Exact payroll expenses for TAs, Tutors, Readers are reimbursed by Summer Session.

Department Incentive Package
All Departments will receive:
- $1,000 per course + $50 per student
- Additional $500 per course for every course on the "high impact" course list.

Third-Week equivalent course & enrollment data will be used to calculate incentive funding.

What's New for 2025?

Reminder- Teaching & Learning Commons is available for all Summer Session Instructors.

Support from the Teaching + Learning Commons Engaged Teaching and Digital Learning staff is available for all current faculty and visiting instructors who are teaching Summer Session.

Consultations address specific topics related to teaching summer courses, including but not limited to:

1. Course design, such as how to design and teach a ten-week course in five weeks
2. Evidence-based, learner-centered, and equitable teaching practices that address equity gaps
3. Fostering student engagement and motivation
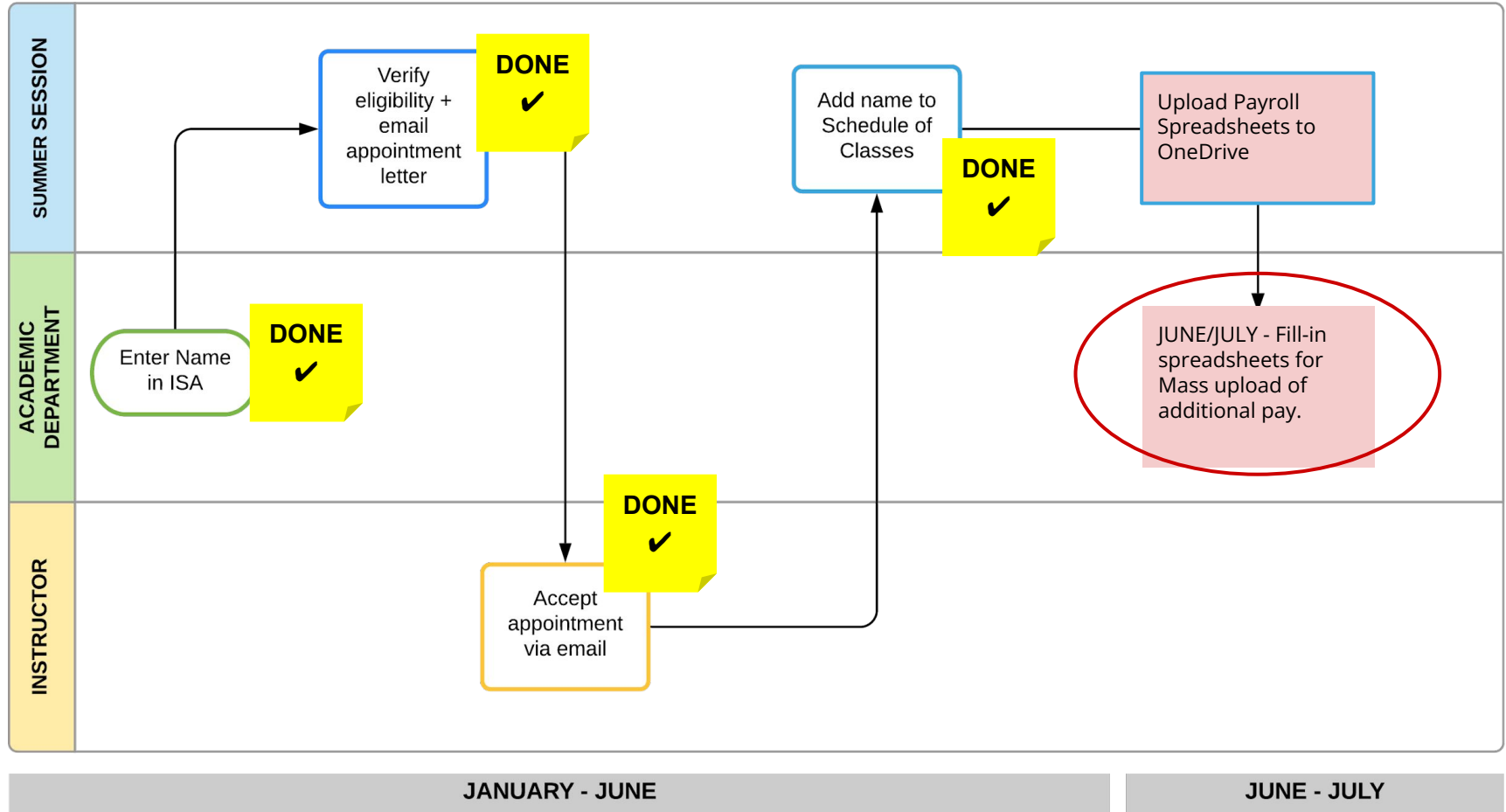
For support with in-person, hybrid, and hyflex courses, contact the Engaged Teaching team at engagedteaching@ucsd.edu.

For support with designing and teaching remote and technology enhanced courses, contact the Digital Learning team at online@ucsd.edu.

Review: Hiring Faculty, Lecturers & Recalls

Additional/One-Time Pay for Faculty and LSOE/LPSOE (SUN GODS)

SUMMER SESSION

Verify eligibility + email appointment letter

DONE ✔

Add name to Schedule of Classes

DONE ✔

Upload Payroll Spreadsheets to OneDrive

ACADEMIC DEPARTMENT

Enter Name in ISA

DONE ✔

JUNE/JULY - Fill-in spreadsheets for Mass upload of additional pay.

INSTRUCTOR

DONE ✔

Accept appointment via email

JANUARY - JUNE	JUNE - JULY

Friendly Reminders

Ladder Rank Faculty & Teaching Professors (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.

> 1/9th in July + 1/9th in August
> Or
> 1/9th in August + 1/9th in September

We can pay for one class per pay period.

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.
43% of 1/9th (July) + 43% of 1/9th (Aug) + 43% of 1/9th (Sept)

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

Friendly Reminders

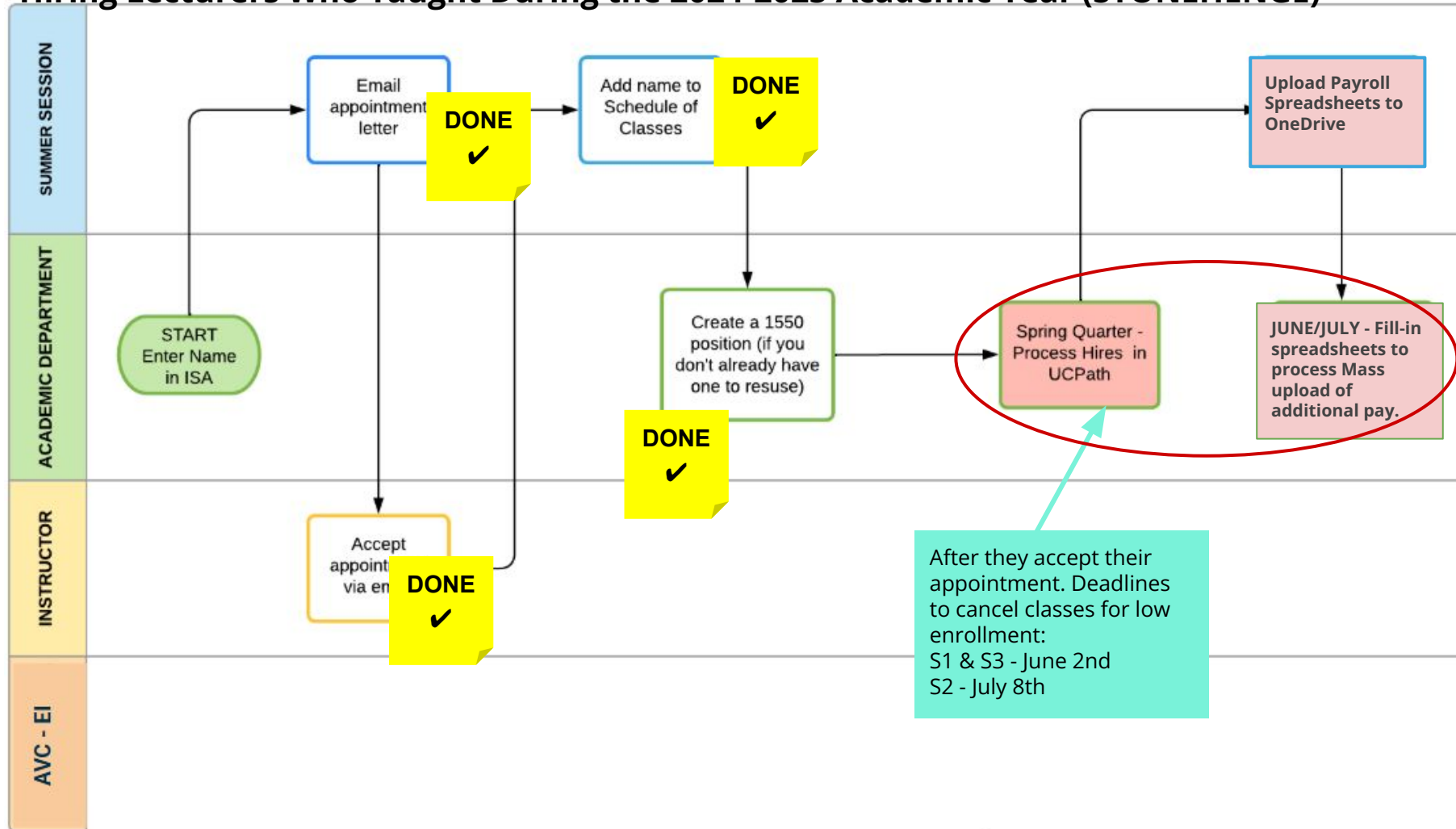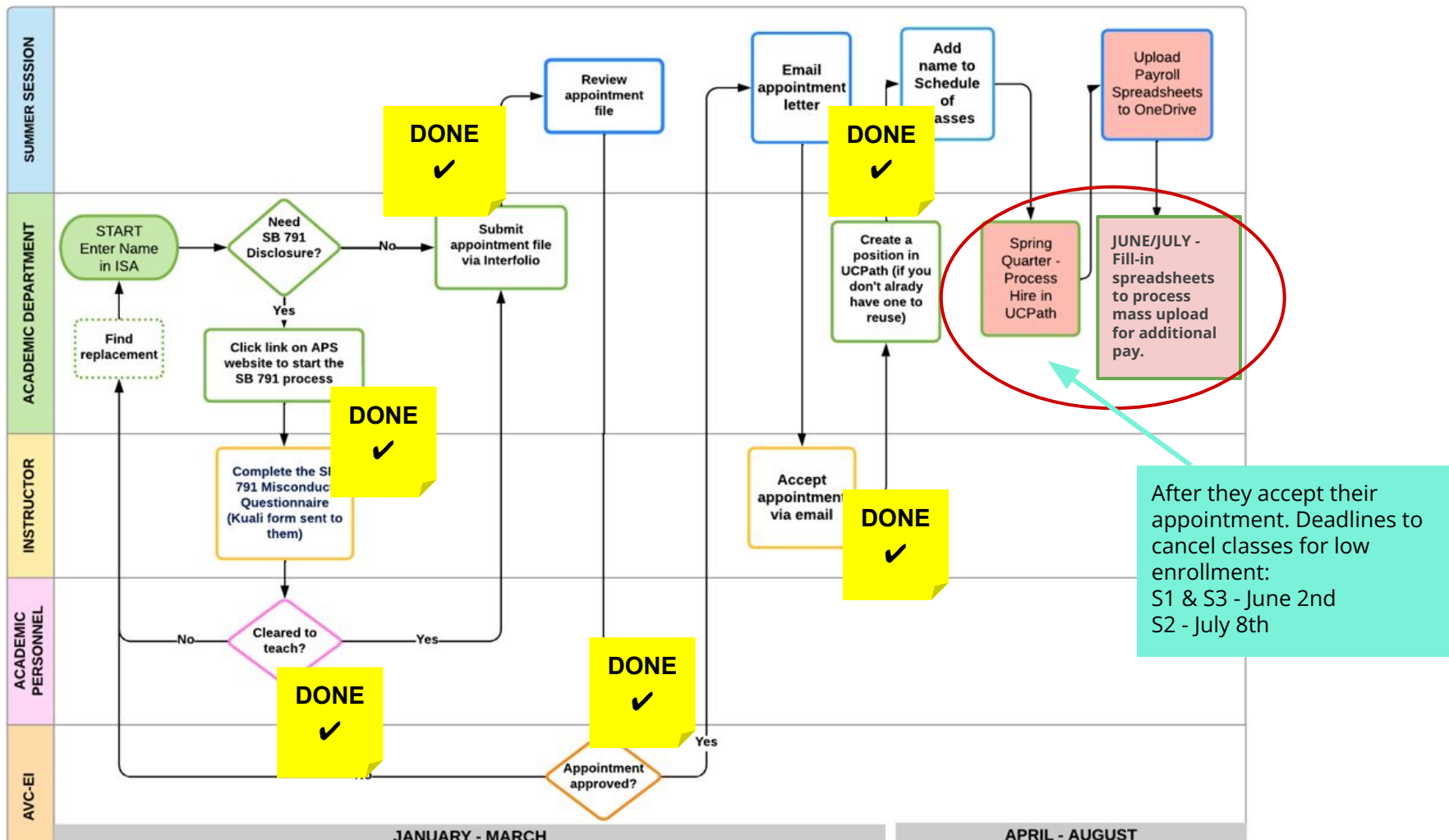Ladder Rank Faculty & LSOE/LPSOE might teach classes for other departments/programs.

We need to issue additional pay for the other department's course salary on their position in your department.

Summer Session will show 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 2024-2025 Academic Year (STONEHENGE)

Hiring Lecturers Who Did Not Teach in the 2024-2025 Academic Year (Red Shoe)

Flowchart with swimlanes:

SUMMER SESSION
- Review appointment file
- Email appointment letter
- Add name to Schedule of Classes
- Upload Payroll Spreadsheets to OneDrive

ACADEMIC DEPARTMENT
- START Enter Name in ISA
- Need SB 791 Disclosure? — No → Submit appointment file via Interfolio
- Find replacement
- Yes → Click link on APS website to start the SB 791 process
- Create a position in UCPath (if you don't already have one to reuse)
- Spring Quarter - Process Hire in UCPath
- JUNE/JULY - Fill-in spreadsheets to process mass upload for additional pay.

INSTRUCTOR
- Complete the SB 791 Misconduct Questionnaire (Kuali form sent to them)
- Accept appointment via email

ACADEMIC PERSONNEL
- No / Cleared to teach? — Yes

AVC-EI
- Appointment approved? — Yes / No

DONE ✔ (multiple sticky notes)

Teal note: After they accept their appointment. Deadlines to cancel classes for low enrollment:
S1 & S3 - June 2nd
S2 - July 8th

JANUARY - MARCH   APRIL - AUGUST

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.

Summer Session is already contacting departments about courses with low enrollment.

You can see enrollments on the Schedule of Classes here, https://act.ucsd.edu/scheduleOfClasses/scheduleOfClassesStudent.htm

Deadline to cancel classes for low enrollment:
Session 1 & July Special Session Courses   June 2nd
Session 2 & August Special Session Courses   July 8th

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
7/1/25 or 8/1/25

Expected Job End Date = Last day of pay period they will be paid
7/31/25 or 8/31/25

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 One-Time Payment.

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 - LECTURERS

Only Teaching Session 1
Effective Date: 7/1/25
Expected Job End Date: 7/31/25

Only Teaching Session 2
Effective Date: 8/1/25
Expected Job End Date: 8/31/25

Teaching Sessions 1 & 2
Effective Date: 7/1/25
Expected Job End Date: 8/31/25

HIRES
Choose the right template:
New Hire / Rehire / Concurrent Hire - **REHIRE when possible**!

Use Pay Period Dates
Effective Date = Beginning of summer pay period
7/1/25 or 8/1/25

Expected Job End Date = Last day of pay period they will be paid
7/31/25 or 8/31/25

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 One-Time Payment.

Job Aid: How to Process Payments for Lecturers in Summer Session
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Why Rehire and Not Concurrent Hire?

CONCURRENT HIRE - If a current (active) AY Unit 18 Lecturer has NOT taught as a 1550 LECT in Summer Session before.

REHIRE - If a current (active) AY Unit 18 Lecturer HAS taught as a 1550 LECT in Summer Session before

Why?
Concurrent hire will create another Empl Record.
Rehire will not.

Empl Record	HR Status	Business Unit	Job Code	Job Code Description	Last Name	Name	
1 Inactive		SDCMP	001550	LECT IN SUMMER SESSION	Wa		>
2 Inactive		SDCMP	001550	LECT IN SUMMER SESSION	Wa		>
3 Inactive		SDCMP	001550	LECT IN SUMMER SESSION	Wa		>
0 Active		SDCMP	001631	LECT-AY-CONTINUING	Wa		>
4 Active		SDCMP	002460	TEACHER-SPEC PROG	Wa		>

What's New for 2024?

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

Article 23 - Summer Session

Unit 18 Lecturers will receive the equivalent of one quarter toward continuing appointment eligibility on the following conditions:

a.   a course taught by a Unit 18 Lecturer during the academic year is moved to Summer Session and the course is no longer offered during the academic year; and

b.   that students are required by their academic program to take such a course(s);

c.   regardless of these provisions, no Unit 18 Lecturer may earn more than a total of 3 quarters of such eligibility credit during any 12 month period.

What's New for 2024?

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

Article 23 - Summer Session

- 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;
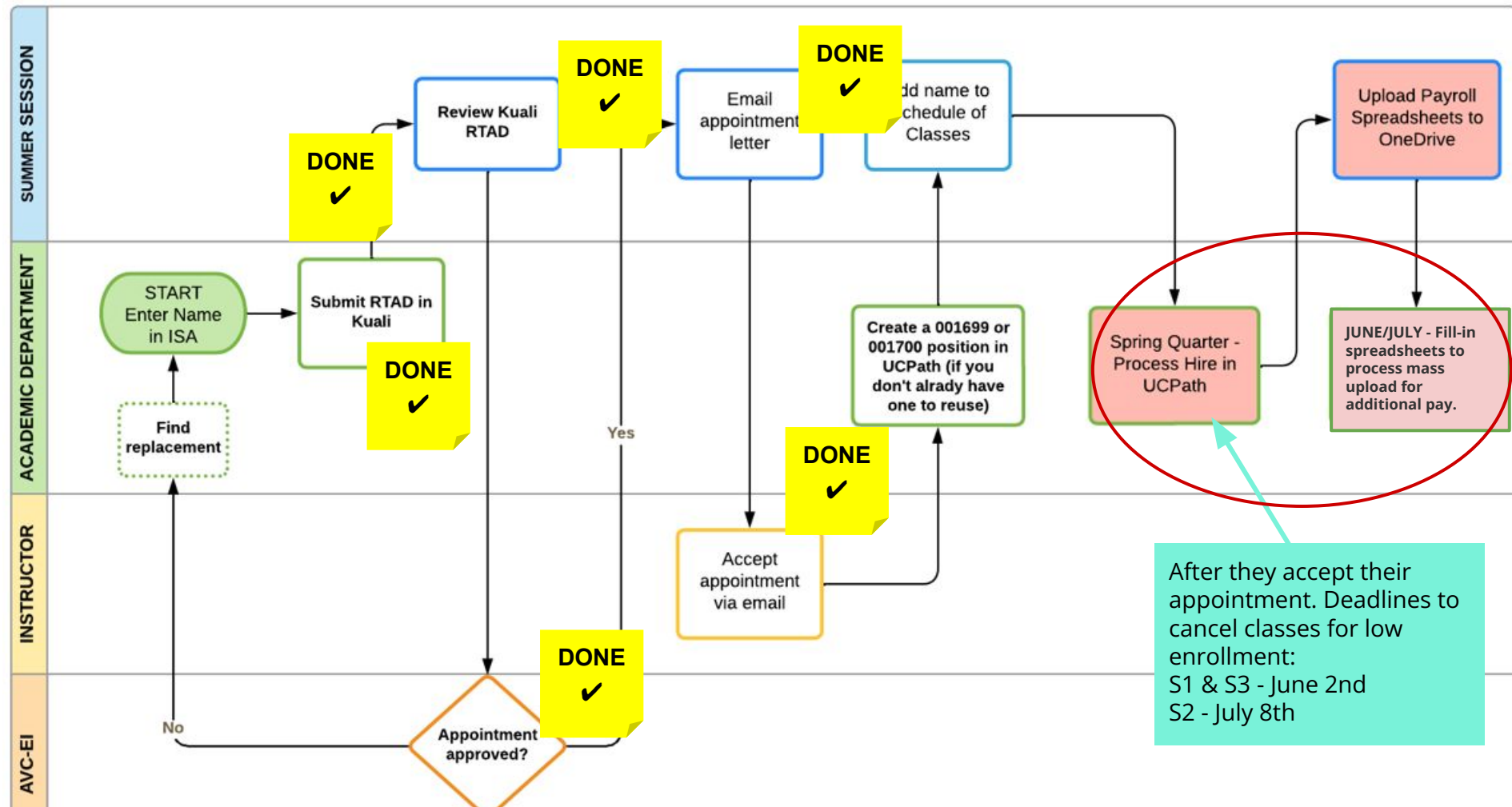   - the Lecturer requests such credit.

AFTER Summer Session teaching is complete

Lecturer can make a formal request via memo to their School Dean

Dean endorses the request

Department AP staff enter the summer credit into AP Data.

Hiring Recall Appointees (Bear Group)

SUMMER SESSION

Review Kuali RTAD — DONE ✔

DONE ✔

Email appointment letter — DONE ✔

DONE ✔

Add name to Schedule of Classes

Upload Payroll Spreadsheets to OneDrive

ACADEMIC DEPARTMENT

START Enter Name in ISA

Submit RTAD in Kuali — DONE ✔

DONE ✔

Find replacement

Create a 001699 or 001700 position in UCPath (if you don't alrady have one to reuse)

DONE ✔

Spring Quarter - Process Hire in UCPath

JUNE/JULY - Fill-in spreadsheets to process mass upload for additional pay.

INSTRUCTOR

Yes

Accept appointment via email

After they accept their appointment. Deadlines to cancel classes for low enrollment:
S1 & S3 - June 2nd
S2 - July 8th

AVC-EI

No

Appointment approved? — DONE ✔

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 (Senate Faculty)
Or
Job Code = 001699 (Non-Senate Faculty)

FTE = 0

HIRES

Use **Rehire** Template if taught in same title before
Need to spread payment over 3 pay periods.

Effective Date = Beginning of summer pay period
7/1/25 (8/1/25 for new retirees, 30-day break in service)

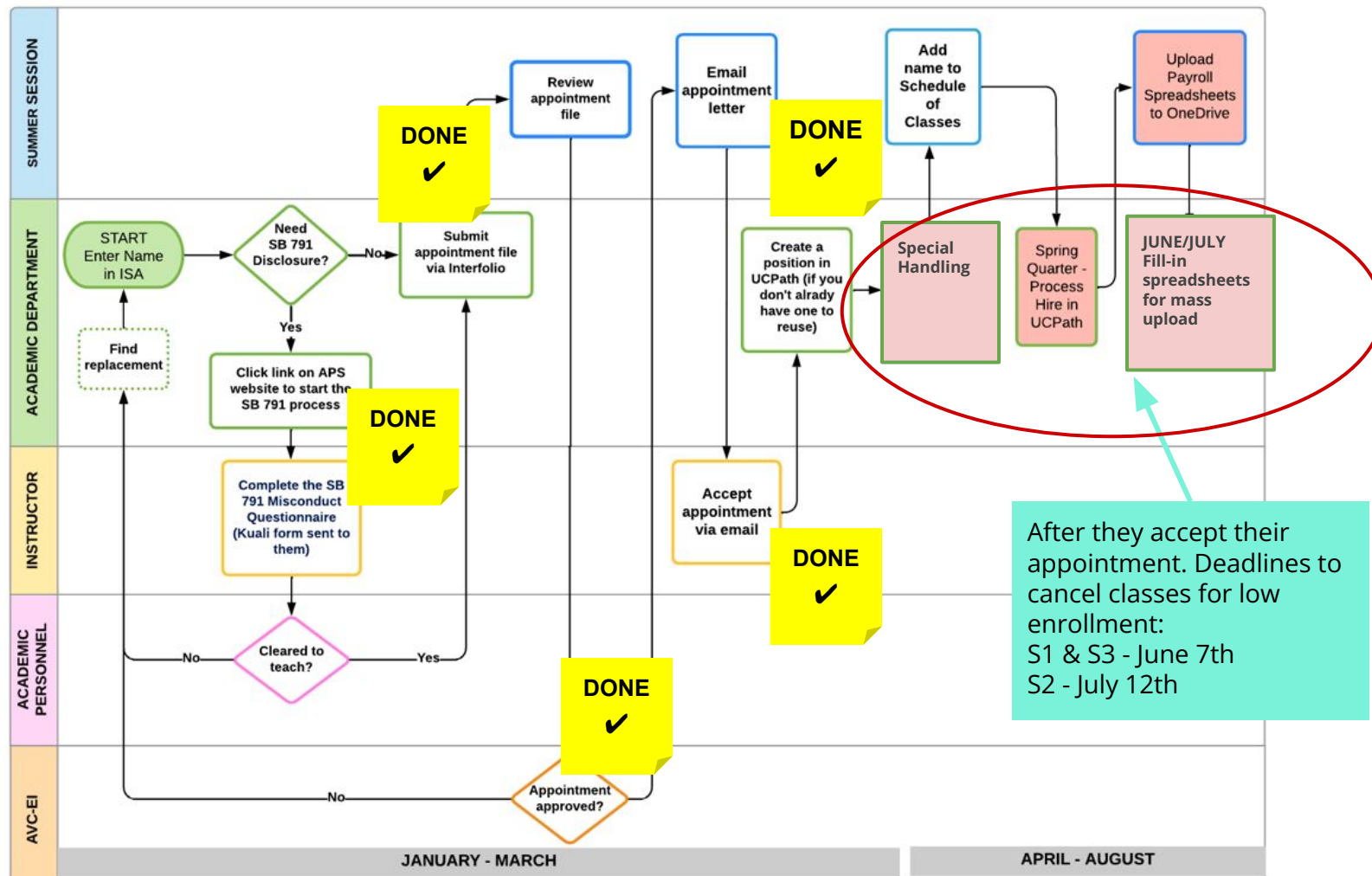Expected Job End Date = Last day of pay period they will be paid
9/30/25

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 One-Time Payment.

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 (Snake Path)

SUMMER SESSION

ACADEMIC DEPARTMENT

- Review appointment file
- Email appointment letter
- Add name to Schedule of Classes
- Upload Payroll Spreadsheets to OneDrive

DONE ✔

DONE ✔

- START Enter Name in ISA
- Need SB 791 Disclosure?
- No → Submit appointment file via Interfolio
- Create a position in UCPath (if you don't alrady have one to reuse)
- Special Handling
- Spring Quarter - Process Hire in UCPath
- JUNE/JULY Fill-in spreadsheets for mass upload

DONE ✔

- Find replacement
- Yes
- Click link on APS website to start the SB 791 process

DONE ✔

INSTRUCTOR

- Complete the SB 791 Misconduct Questionnaire (Kuali form sent to them)
- Accept appointment via email

DONE ✔

After they accept their appointment. Deadlines to cancel classes for low enrollment:
S1 & S3 - June 7th
S2 - July 12th

ACADEMIC PERSONNEL

- Cleared to teach?
- No
- Yes

DONE ✔

AVC-EI

- No
- Appointment approved?

JANUARY - MARCH   APRIL - AUGUST

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.

If current FY appointment is bi-weekly, process the 1550 LECT hire to also be biweekly (we have to match their FY FLSA status).

NOTE - Bi-weekly payments will need to be entered manually by the department (not included in the mass upload).

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 6/30/25:
- 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 One-Time Payments for Faculty & Lecturers

Mass Upload is Required!

Use One-Time Payment Template Instead of Additional Pay.

Step 1. Summer Session will create 2 documents for your reference.

1. Instructor List - Updated list of all your instructors and the courses they are teaching.
2. Payment Sheet - Breakdown of how much each person is getting paid and when the one-time pay will be issued.
   a. Will note if you need to get a COA 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.

Reminder about Earn Codes

Earn Codes for Summer Session

ACS	ASN
Ladder-rank faculty	Recall appointees
Teaching Professors (LSOE/LPSOE)	Graduate Students (Associates-Ins, TAs, Tutors, etc.)
Lecturers	

Summer Session will include the Earn Codes on the mass upload worksheets for faculty and lecturers.

Departments need to make sure the funding is set for the correct Earn Code.

Sample Instructor List

Course List	Anthropology Summer Session 2025 Instructors & Courses									
Unit Name	**Session**	**Start Date**	**End Date**	**Course**	**Last Name**	**First Name**	**Faculty Type**	**Course Salary**	**Annual Salary**	**Notes**
Anthropology	1	6/30/25	8/2/25	ANTH 101	Jones	Steven	1100 PROF-AY	$20,735	$188,500	also teaching CAT 2 in S2
Anthropology	1	6/30/25	8/2/25	ANSC 122	Nelson	Nancy	1550 LECT in Summer Session	$7,964	$72,404	
Anthropology	1	6/30/25	8/2/25	ANTH 1	Nelson	Nancy	1550 LECT in Summer Session	$7,964	$72,404	
Anthropology	2	8/4/25	9/6/25	ANSC 120	Simmons	Luke	1550 LECT in Summer Session	$7,507	$68,247	
Anthropology	2	8/4/25	9/6/25	ANTH 111	Crawford	George	1506 ASSOC -IN	$8,821	$80,188	
Anthropology	1	6/30/25	8/2/25	ANAR 144	Vargas	Susan	1607 LSOE-AY	$12,331	$112,100	
Anthropology	1	6/30/25	8/2/25	ANTH 103	Vargas	Susan	1607 LSOE-AY	$12,331	$112,100	

Sample Payment Worksheet

Payment Worksheet		Funding used for Summer Session 2024:		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	*	*	$8,821	*	*	*	$5,278	Use mass upload with Grad Div or enter additional pay manually
Jones	Steven	1100 PROF-AY	ACS	$20,735	*	$20,735	Funding from CAT	*	*	$41,470	Get funding from CAT for August pay period
Nelson	Nancy	1550 LECT in Summer Session	ACS	$15,929	*			*	*	$15,929	
Simmons	Luke	1550 LECT in Summer Session	ACS	*	*	$7,507	*	*	*	$7,507	
Vargas	Susan	1607 LSOE-AY	ACS	$12,331	*	$12,331	*	*	*	$24,662	

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, Empl Rcd #s, and Position #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 yellow columns - Empl Id, Empl Rcd #, and Position #
2. Add DONE to the filename so I know you are finished.

Sample JULY Mass Upload Sheet

	B	C	D	E	F	G	H	I	J	K	L
	July Mass Upload Sheet		7/1/25 - 7/31/25								
	Employee Last Name	Employee First Name	Job Code	Empl Id	Empl Rcd #	Position #	Earnings Begin Dt	Earnings End Dt	Earnings Code	Earnings Amount	Notes
	Jones	Steven	001100				07012025	07312025	ACS	20735	
	Nelson	Nancy	001550				07012025	07312025	ACS	15929	
	Vargas	Susan	001607				07012025	07312025	ACS	12331	

Sample AUGUST Mass Upload Sheet

	B	C	D	E	F	G	H	I	J	K	L
	August Mass Upload Sheet		8/1/25 - 8/31/25								
	Employee Last Name	Employee First Name	Job Code	Empl Id	Empl Rcd #	Position #	Earnings Begin Dt	Earnings End Dt	Earnings Code	Earnings Amount	Notes
	Jones	Steven	001100				08012025	08312025	ACS	20735.00	Use funding from CAT
	Simmons	Luke	001550				08012025	08312025	ACS	7507.00	
	Vargas	Susan	001607				08012025	08312025	ACS	12331.00	

Search Person

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

Find an Existing Value
▶ Search Criteria

▼ Search Results
5 results   Legal First Name "",   Legal Last Name ""

View All | First

Empl ID	Empl Record	Name	Legal First Name	Legal Middle Name	Legal Last Name	Organizational Relationship	HR Status	Business Unit	Position Number	Department	Job Code	Description	Payroll Status
10	0 Wa					Emp	Active	SDCMP	11111111	000	001631	LECT-AY-CONTINUING	Active
10	1 Wa					Emp	Inactive	SDCMP	22222222	000	001550	LECT IN SUMMER SESSION	Terminated
10	2 Wa					Emp	Inactive	SDCMP	33333333	000	001550	LECT IN SUMMER SESSION	Terminated
10	3 Wa					Emp	Inactive	SDCMP	44444444	000	001550	LECT IN SUMMER SESSION	Active
10	4 Wa					Emp	Active	SDCMP	55555555	000	002460	TEACHER-SPEC PROG	Active

Deadlines & Timing

	Summer Session Upload to OneDrive	**DEADLINE** for Departments to Fill-in Mass Upload Spreadsheet on OneDrive
JULY Mass Upload Sheet	6/23/25	7/8/25
AUGUST & **SEPTEMBER** Mass Upload Sheets	7/22/25	8/5/25

To-Do List for Faculty & Lecturer Additional Pay

JULY PAY PERIOD 8/1/25 PAY DATE	AUGUST PAY PERIOD 8/29/25 PAY DATE	SEPTEMBER PAY PERIOD 10/1/25 PAY DATE
Finish hiring Session 1 Instructors ASAP Lisa will put Mass Upload Spreadsheet on OneDrive - **6/23/25** Fill-in your Spreadsheet by **7/8/25** Add "DONE" to the file name. Assign funding & get COA from other departments as needed. Review paycheck in UCPath after Pay Confirm (7/28).	Finish hiring Session 2 instructors ASAP Lisa will put Mass Upload Spreadsheet on OneDrive - **7/22/25** Fill-in your Spreadsheet by **8/5/25**. Add "DONE" to the file name. Assign funding & get COA from other departments as needed. Review paycheck in UCPath after Pay Confirm (8/25).	Lisa will put Mass Upload Spreadsheet on OneDrive - **7/22/25** Fill-in your Spreadsheet by **8/5/25.** Add "DONE" to the file name. Assign funding & get COA from other departments as needed. Review paycheck in UCPath after Pay Confirm (9/25)

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

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.

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

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)

New Additional Pay		Find | View All	First	1 of 1	Last
*Earnings Code:	ASN [Q]	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** [31]   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**

[Data Entry]   [Verify Data]

	Summer Session I	Summer Session II
Effective Date	07/01/2025	08/01/2025
End Date	07/31/2025	08/31/2025

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

Goal Amount   5306   Goal Balance

☑ Prorate Additional Pay

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

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)*

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