



**While You are Waiting...**



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# **Payroll Training**

## **Summer Session 2026**

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**June 3, 2026**

# Agenda



UC San Diego

What's New for Summer Session 2026

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 2026

Session	Course Dates	Monthly Pay Date
Session 1 - 5 Weeks	6/29/25 - 8/2/26	7/31/26
Session 2 - 5 Weeks	8/3/26 - 9/5/26	9/1/26
Special - 2 Weeks <i>Travel Study Programs</i>	9/8/26 - 9/19/26	10/1/26
Special - 3 Weeks	6/29/26 - 7/18/26 7/20/26 - 8/8/26 8/10/26 - 8/29/26	7/31/26 7/31/26 9/1/26
Special - 4 Weeks <i>Rady grad program, includes weekends</i>	8/24/26 - 9/19/26	9/1/26
Special - 7 Weeks <i>SIO grad program, includes weekends</i>	7/27/26 - 9/12/26	9/1/26
Special - 8 Weeks	6/29/26 - 8/22/26	7/31/26
Special - 10 Weeks	6/29/26 - 9/5/26	7/31/26

# Summer Session 2026 - What's Happening Now?

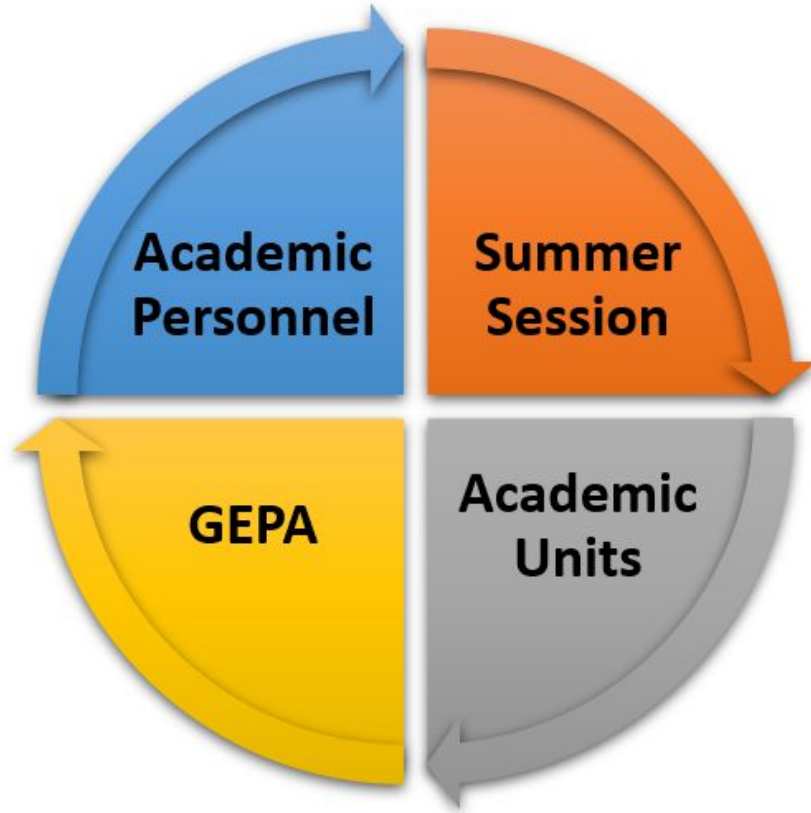
7 Weeks of Enrollment

Enrollment as of 6/1/26 - 31,916

1,974 students on Waitlists (73% for remote courses)

APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER
<p>Students Begin Enrolling in Classes.</p> <p>Decide &amp; Communicate - Will more seats be opened for students on the waitlists?</p>	<p>Enrollment management of the waitlist begins.</p> <p>Session 1 &amp; Special Session fees assessed.</p>	<p>Session 1 &amp; Special Session fees due.</p> <p>Session 1 classes begin 6/29/26</p> <p>Session 2 student fees assessed.</p>	<p>Students: Add/Drop courses</p> <p>Session 2 fees due</p> <p>Faculty Pay Date 7/31/26 (Session 1 + July Special Sessions)</p>	<p>Session 1 ends</p> <p>Session 2 classes begin 8/3/26</p> <p>Faculty Pay Date 9/1/26 (Session 2 + August Special Sessions)</p> <p>WebReg/ISIS freeze 1st week of August.</p>	<p>Summer Session ends.</p> <p>Reporting begins</p>

# Summer Session Payroll = Teamwork!



# Reminder for 2026

## *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 2025-2026 AY and qualified for a six day bank do NOT get a separate summer bank.

*Six days per calendar year total (1/1/26 - 12/31/26)*

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>

# Reminder for 2026

*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 2026?

*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!*

# What's New for 2026?

*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](mailto:canvas@ucsd.edu):

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

# What's New for 2026?

*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 2026?

*Course salaries  
still 11%  
annual salary  
for 4-unit  
course*

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

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

<b>3-7 Unit Course</b>	<b>1-2 Unit Course</b>	<b>8+ Unit Course</b>
<b>11%</b> of UCSD AY annual salary	<b>5.5%</b> of UCSD AY annual salary	<b>22%</b> of UCSD AY annual salary

Course Salary – Use AY annual salary in effect on 6/30/26.

*Summer Session 2026 is the end of the 2025-2026 AY.  
So we use the annual salary in effect Spring Quarter 2026.*

# What's New for 2026?

## 50/30/20 Revenue Share Financial Model

### **New 50/30/20 Revenue Share Financial Model**

#### **50% Tuition Revenue - Schools/Departments**

Must pay for instructional expenses from this revenue share:  
Instructor salaries & benefits + TA/Tutor/Reader salaries & benefits.  
Remaining funds are kept at School/Department.

*This is difficult to predict/manage.*

#### **30% Tuition Revenue - Mandatory Return-to-Aid (RTA)**

Used for student financial aid in AY and summer.

#### **20% Tuition Revenue - Central Business Office**

Supports Summer Session office, ITS services to summer students, SGTS, and other legacy commitments such as Summer Bridge.

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

## Recommended Course Cancellation Dates

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

Deficit Check spreadsheets were uploaded to [department OneDrive folders](#) yesterday.

[Zoom Office Hours Tomorrow](#), Thursday 6/4  
9am and 1pm

### **Recommended dates to cancel classes for low enrollment:**

Session 1 & July Special Session Courses	June 5th
Session 2 & August Special Session Courses	July 10th

Suggest that you check with your Department Business Officer before processing summer UCPATH hires.

# What's New for 2026?

*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:

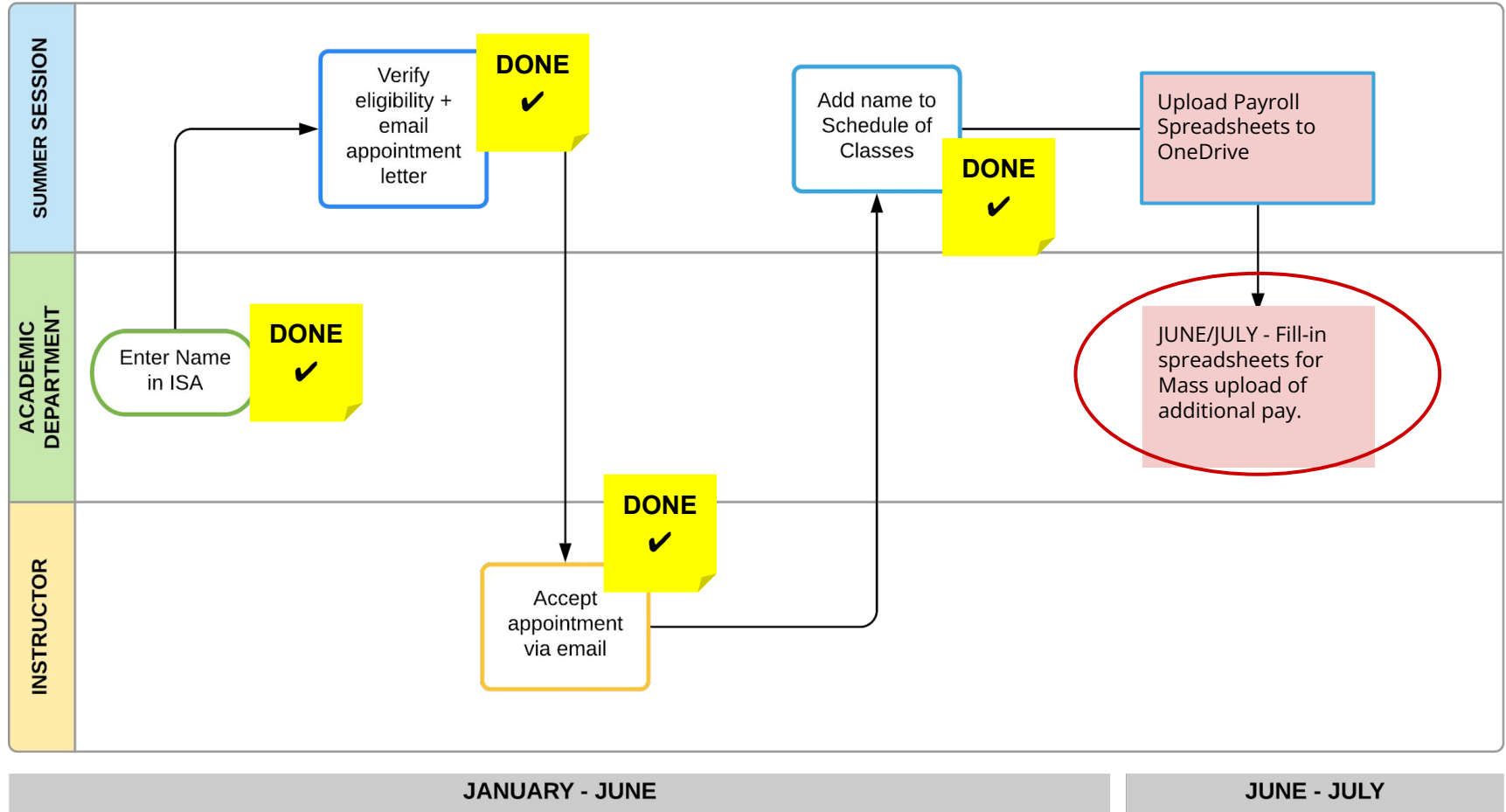
1. Course design, such as how to design and teach a ten-week course in five weeks
2. Evidence-based, learner-centered, and equitable teaching practices that address equity gaps
3. Fostering student engagement and motivation

For support with in-person, hybrid, and hyflex courses, contact the Engaged Teaching team at [engagedteaching@ucsd.edu](mailto:engagedteaching@ucsd.edu).

For support with designing and teaching remote and technology enhanced courses, contact the Digital Learning team at [online@ucsd.edu](mailto:online@ucsd.edu).

# **Review: Hiring Faculty, Lecturers & Recalls**

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



## 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).

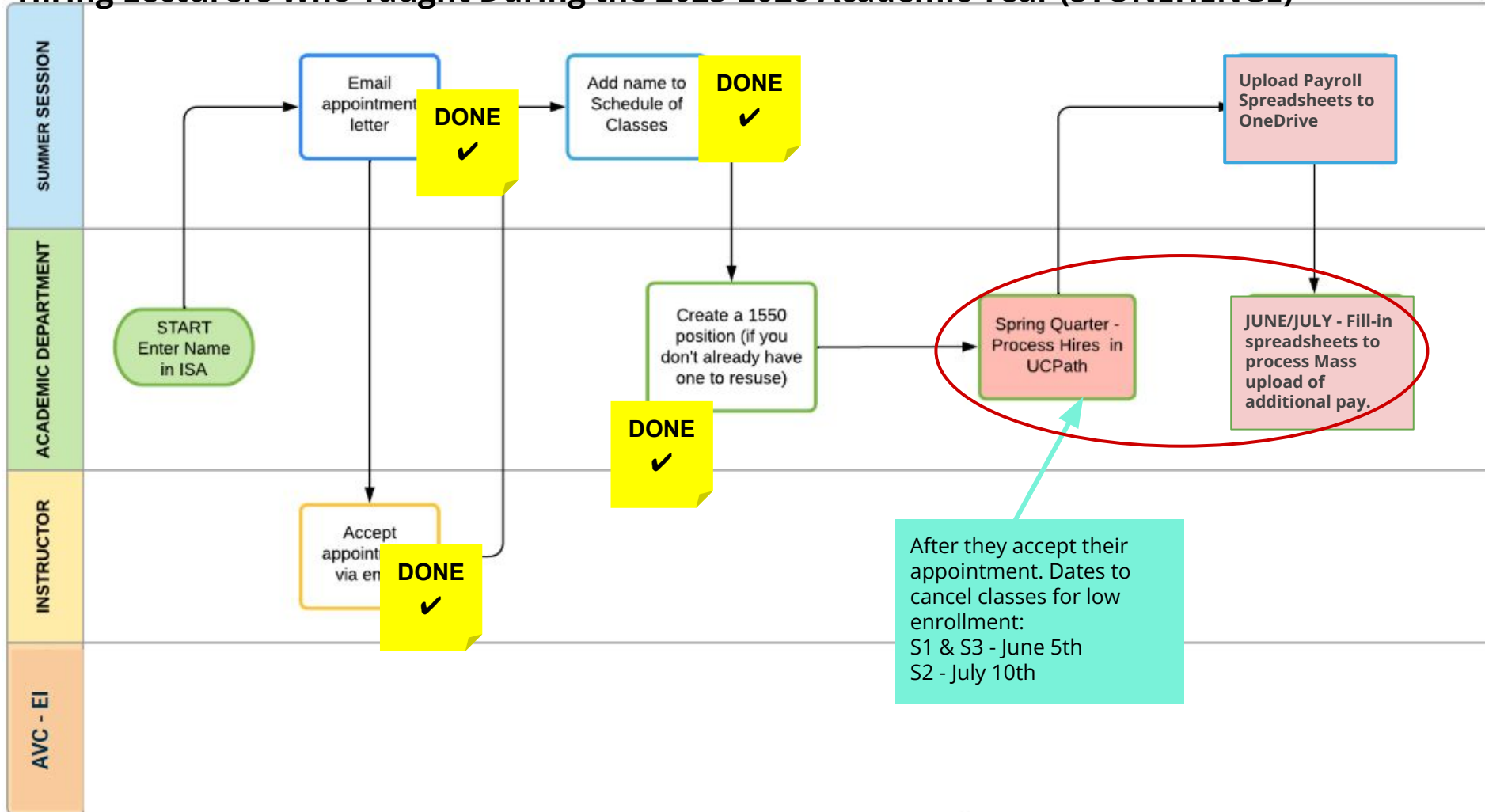
## Friendly Reminders

Ladder Rank Faculty & Teaching Professors might teach classes for other departments/programs.

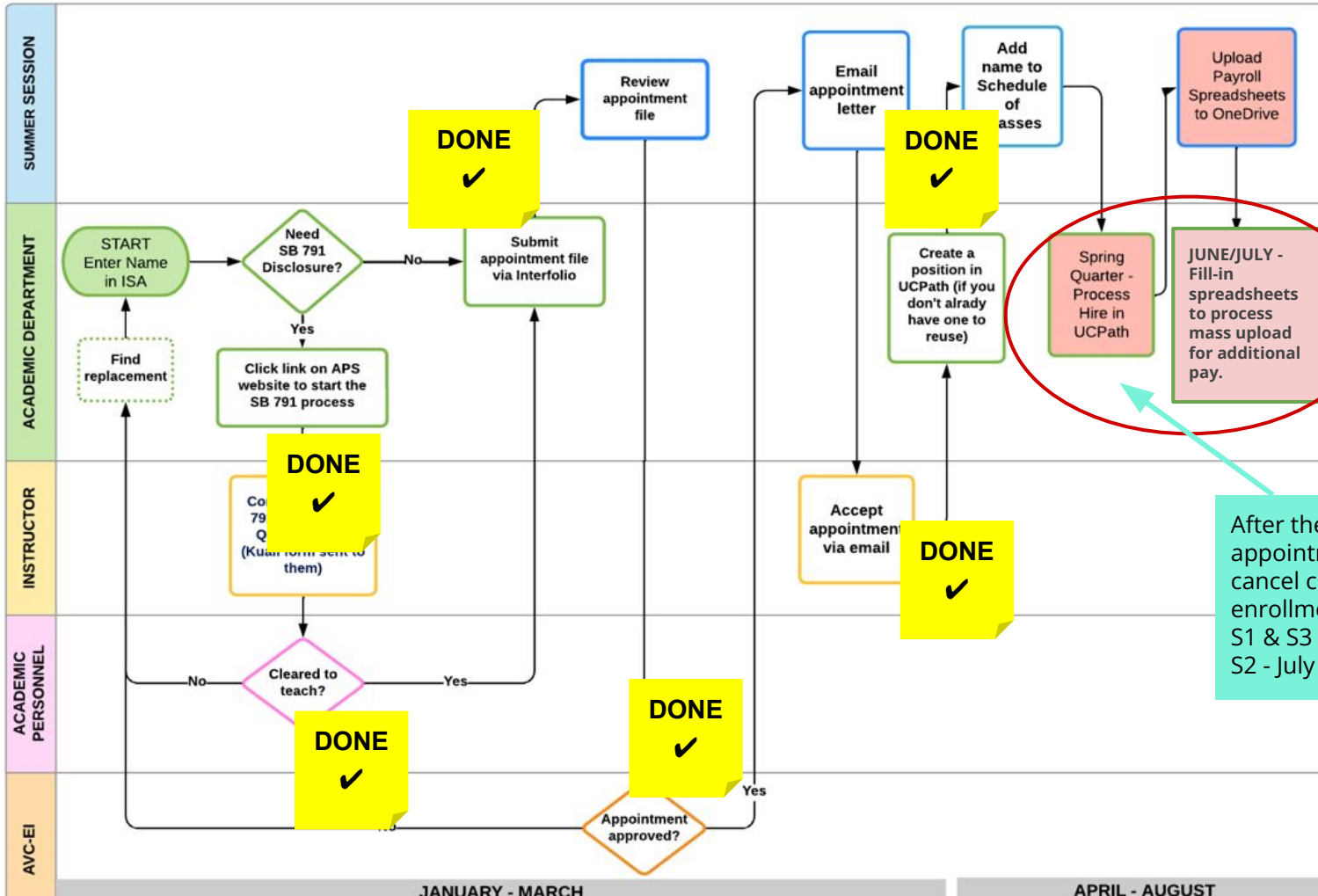
We need to issue additional pay for the other department's course salary on their position in your department.

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 2025-2026 Academic Year (STONEHENGE)



# Hiring Lecturers Who Did Not Teach in the 2025-2026 Academic Year (Red Shoe)



# When to Hire Lecturers in UCPath?

Academic Units will decide if classes with low enrollment will be cancelled.

Summer Session is notifying departments about courses with low enrollment/deficits.

- Session 1 & July Special Session - by June 2nd
- Session 2 & August Special Session - by July 7th

Departments can:

- Do nothing - Courses can run at a deficit.
- Consider a reduced on-scale salary - for Senate Faculty Only
- Move a Session 1 course to Session 2 and so more student marketing/outreach.
- Cancel the course.

# How to request a reduced on-scale salary?

For Senate Faculty Only - Summer Session can pay 11% of their On-Scale annual salary instead of their Total Salary.

Total salary	Scale rate	Market OS	Bonus OS
\$249,800	\$195,600	\$54,200	\$0

**On-Scale Salary Example:**  
11% of \$195,600 = \$21,516

To request a reduced On-Scale Salary Summer Session payment:

1. Email [lbargabus@ucsd.edu](mailto:lbargabus@ucsd.edu) and cc your Dept. Chair.
2. Lisa will route a Docusign form to Dept. Chair, Faculty Member, and School Dean's office to get approval signatures.
3. Note: Department Chair will need to fill-in the following information on the DocuSign form:
  - a. Course(s)
  - b. Faculty Name
  - c. Total Annual Salary
  - d. On-Scale Annual Salary
  - e. Justification - 1 sentence why a reduced salary is needed.
4. Summer Session will send an appointment letter with the reduced payment.

More details on available on [the Summer Session website](#).

# 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  
**7/1/26 or 8/1/26**

Expected Job End Date = Last day of pay period they will be paid  
**7/31/26 or 8/31/26**

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: 7/1/26

Expected Job End Date: 7/31/26

## Only Teaching Session 2

Effective Date: 8/1/26

Expected Job End Date: 8/31/26

## Teaching Sessions 1 & 2

Effective Date: 7/1/26

Expected Job End Date: 8/31/26

## HIRES

Choose the right template:

New Hire / Rehire / Concurrent Hire - **REHIRE when possible!**

Use Pay Period Dates

Effective Date = Beginning of summer pay period

**7/1/26 or 8/1/26**

Expected Job End Date = Last day of pay period they will be paid

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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	[REDACTED]	>
2	Inactive	SDCMP	001550	LECT IN SUMMER SESSION	Wa	[REDACTED]	>
3	Inactive	SDCMP	001550	LECT IN SUMMER SESSION	Wa	[REDACTED]	>
0	Active	SDCMP	001631	LECT-AY-CONTINUING	Wa	[REDACTED]	>
4	Active	SDCMP	002460	TEACHER-SPEC PROG	Wa	[REDACTED]	>

# What's New for 2026?

*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 2026?

*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.

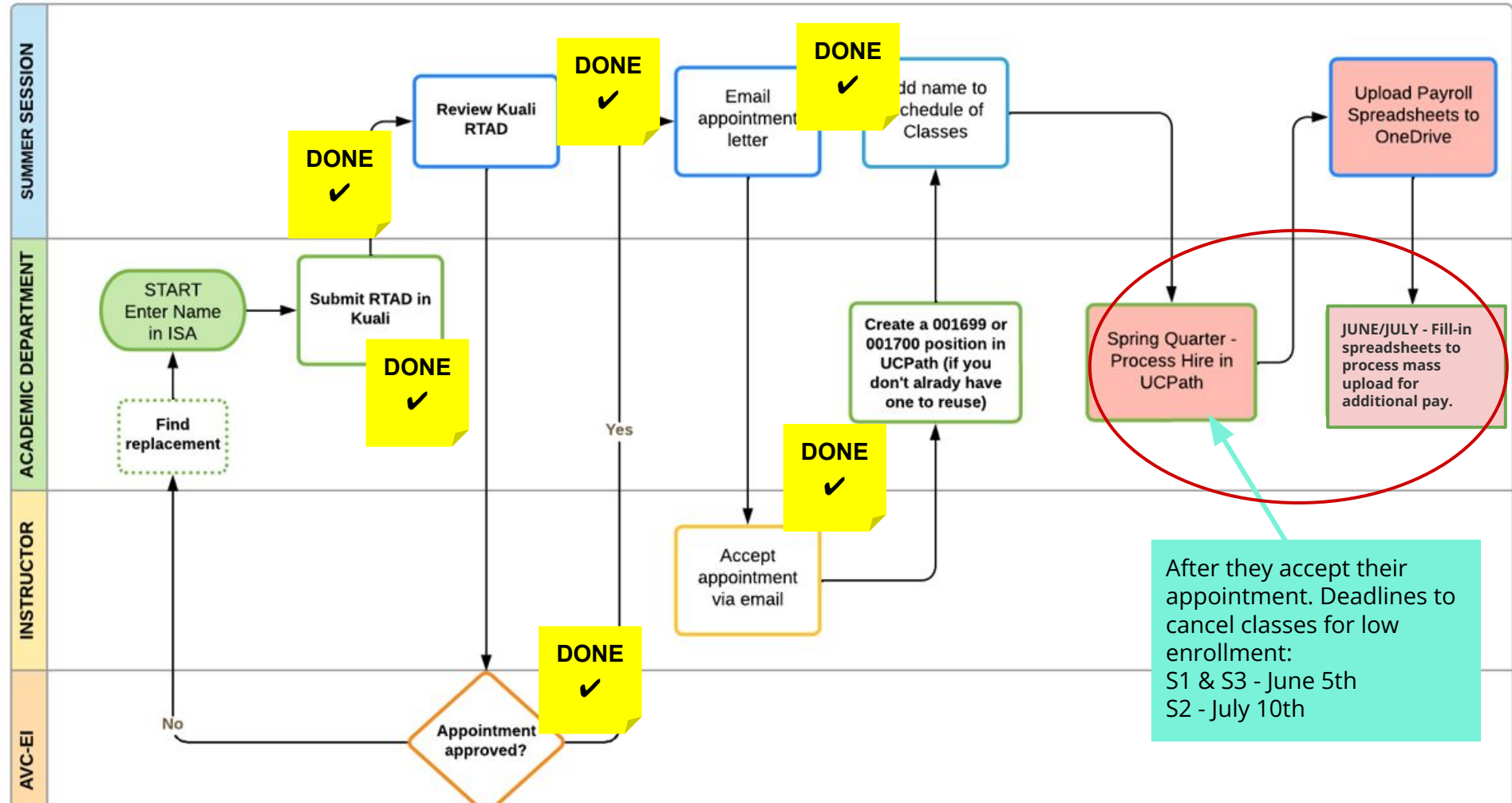
AFTER Summer Session teaching is complete

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)



# 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  
**7/1/26 (8/1/26 for new retirees, 30-day break in service)**

Expected Job End Date = Last day of pay period they will be paid  
**9/30/26**

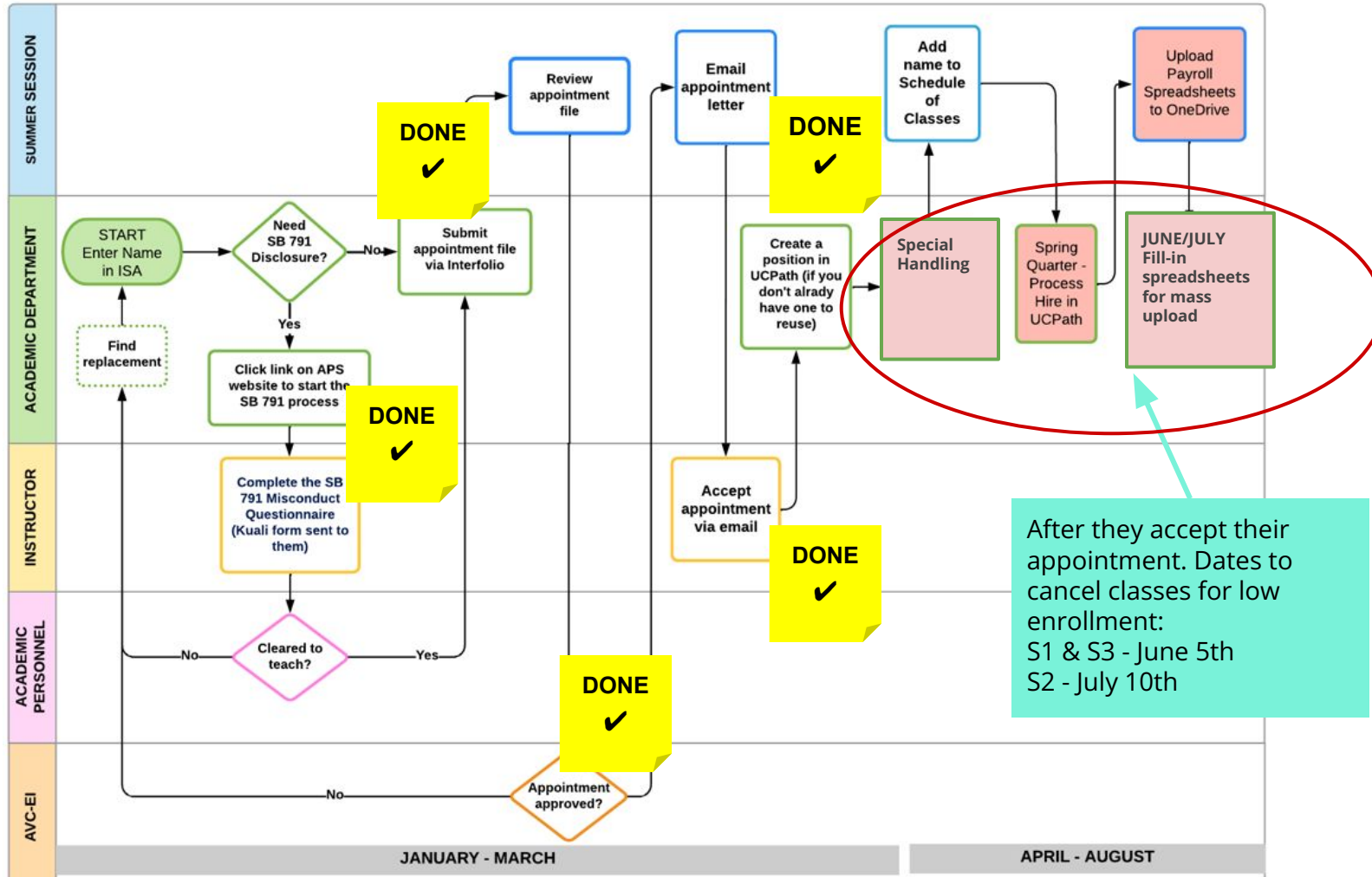
On the **Job Data** tab:

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)



# Special Handling for FY Appointees

Reduce FTE on current FY appointment to fit a 50% (or 100%) Summer Session teaching appointment while they are teaching.

Alternatively, accrued vacation time can be used.

If postdoc is here on a visa, check with the [International Services & Engagement Office](#).

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 6/30/26:

- Extend the end date
- Change the FTE to 0

(Otherwise they will get paid from your department instead of 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

1. Instructor List - Updated list of all your instructors and the courses they are teaching.
2. Payment Worksheet - Breakdown of how much each person is getting paid and when the payment 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 Teaching Professors Lecturers	Recall appointees Graduate Students (Associates-Ins, TAs, Tutors, etc.)

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

A	B	C	D	E	F	G	H	I	J	K
<b>Course List</b>	<b>Anthropology Summer Session 2026 Instructors &amp; Courses</b>									
<b>Unit Name</b>	<b>Session</b>	<b>Start Date</b>	<b>End Date</b>	<b>Course</b>	<b>Last Name</b>	<b>First Name</b>	<b>Faculty Type</b>	<b>Course Salary</b>	<b>Annual Salary</b>	<b>Notes</b>
Anthropology	1	6/29/26	8/1/26	ANTH 101	Jones	Steven	1100 PROF-AY	\$20,559	\$186,900	also teaching CAT 2 in S2
Anthropology	1	6/29/26	8/1/26	ANSC 122	Nelson	Nancy	1550 LECT IN SUMMER SESSION	\$8,042	\$73,107	
Anthropology	1	6/29/26	8/1/26	ANTH 1	Nelson	Nancy	1550 LECT IN SUMMER SESSION	\$8,042	\$73,107	
Anthropology	2	8/3/26	9/5/26	ANSC 120	Simmons	Luke	1550 LECT IN SUMMER SESSION	\$7,807	\$70,977	
Anthropology	2	8/3/26	9/5/26	ANTH 111	Crawford	George	1506 ASSOCIATE INSTRUCTOR	\$9,732	\$88,475	
Anthropology	1	6/29/26	8/1/26	ANAR 144	Vargas	Susan	1607 ASSOC PROF OF TEACH-AY	\$12,727	\$115,700	
Anthropology	1	6/29/26	8/1/26	ANTH 103	Vargas	Susan	1607 ASSOC PROF OF TEACH-AY	\$12,727	\$115,700	

# Sample Payment Worksheet

A	B	C	G	H	I	J	K	L	M	N	O
<b>Payment Worksheet</b>	<b>Funding used for Summer Session 2026:</b>			<b>PJ 1234567</b>							
Use this list to enter (or double-check) funding in UCPATH.											
				<b>JULY Pay Period 7/31/26 Paydate</b>		<b>AUGUST Pay Period 9/1/26 Paydate</b>		<b>SEPTEMBER Pay Period 10/1/26 Paydate</b>			
<b>Last Name</b>	<b>First Name</b>	<b>Faculty Type</b>	<b>EARN CODE</b>	<b>Payment Amount</b>	<b>Special Funding?</b>	<b>Payment Amount</b>	<b>Special Funding?</b>	<b>Payment Amount</b>	<b>Special Funding?</b>	<b>Total</b>	<b>Notes</b>
Crawford	George	1506 ASSOCIATE INSTRUCTOR	ASN	*	*	\$9,732	*	*	*	\$9,732	Use mass upload with GEPA or enter additional pay manually
Jones	Steven	1100 PROF-AY	ACS	\$20,559	*	\$20,559	Funding from CAT	*	*	\$41,118	Get funding from CAT for August payment
Nelson	Nancy	1550 LECT IN SUMMER SESSION	ACS	\$16,084	*			*	*	\$16,084	
Simmons	Luke	1550 LECT IN SUMMER SESSION	ACS	*	*	\$7,807	*	*	*	\$7,807	
Vargas	Susan	1607 ASSOC PROF OF TEACH-AY	ACS	\$12,727	*	\$12,727	*	*	*	\$25,454	

# Step 2. Summer Session will Update Payment Worksheets for Each Pay Period

Summer Session will upload 2 Payment Worksheets:

1. July Payment Worksheet
2. Final August/September Payment Worksheet

Payment Sheets will be uploaded to the “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 will Fill-in Employee Data in Payment Worksheet

## What Departments Need to Do:

1. Fill-in yellow cells in Columns D, E, & F with Empl Ids, Empl Rcd #s, and Position #s
2. Info not needed for Graduate Student Associate Instructors.
  - a. Use mass upload with GEPA or enter payments manually

A	B	C	D	E	F	G	H	I	J	K	L	M
<b>Payment Worksheet</b>		<b>Funding used for Summer Session 2026: PJ 1234567</b>										
Use this list to enter (or double-check) funding in UCPath.												
			<b>FILL IN THE YELLOW CELLS BELOW FOR SUMMER SESSION MASS UPLOAD.</b>			<b>JULY Pay Period 7/31/26 Paydate</b>		<b>AUGUST Pay Period 9/1/26 Paydate</b>		<b>SEPTEMBER Pay Period 10/1/26 Paydate</b>		
Last Name	First Name	Faculty Type	Empl ID (ex. 102345678)	Empl Rcd (ex. 0)	Position (ex. 41234567)	EARN CODE	Payment Amount	Special Funding?	Payment Amount	Special Funding?	Payment Amount	Special Funding?
Crawford	George	1506 ASSOCIATE INSTRUCTOR				ASN	*	*	\$9,732	*	*	*
Jones	Steven	1100 PROF-AY				ACS	\$20,559	*	\$20,559	Funding from CAT	*	*
Nelson	Nancy	1550 LECT IN SUMMER SESSION				ACS	\$16,084	*			*	*
Simmons	Luke	1550 LECT IN SUMMER SESSION				ACS	*	*	\$7,807	*	*	*
Vargas	Susan	1607 ASSOC PROF OF TEACH-A				ACS	\$12,727	*	\$12,727	*	*	*

## HR Tasks

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 ""

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	<b>DEADLINE</b> for Departments to Fill-in Payment Worksheet on OneDrive
<b>JULY</b> Payment WorkSheet	6/26/26	7/10/26
<b>AUGUST &amp; SEPTEMBER</b> Payment Worksheet	7/28/26	8/10/26

# To-Do List for Faculty & Lecturer Additional Pay

<b>JULY PAY PERIOD</b> 7/31/26 PAY DATE	<b>AUGUST PAY PERIOD</b> 9/1/26 PAY DATE	<b>SEPTEMBER PAY PERIOD</b> 10/1/26 PAY DATE
<p>Finish hiring Session 1 Instructors ASAP</p> <p>Lisa will put Payment Worksheet on OneDrive - <b>6/26/26</b></p> <p>Fill-in your Payment Worksheet by <b>7/10/26</b> Add "DONE" to the file name.</p> <p>Assign funding &amp; get COA from other departments as needed.</p> <p>Review paycheck in UCPATH after Pay Confirm (7/27).</p>	<p>Finish hiring Session 2 instructors ASAP</p> <p>Lisa will put final Payment Worksheet on OneDrive - <b>7/28/26</b></p> <p>Fill-in your Payment Worksheet by <b>8/10/26</b>. Add "DONE" to the file name.</p> <p>Assign funding &amp; get COA from other departments as needed.</p> <p>Review paycheck in UCPATH after Pay Confirm (8/26).</p>	<p>Lisa will put final Payment Worksheet on OneDrive - <b>7/28/26</b></p> <p>Fill-in your Payment Worksheet by <b>8/10/26</b>. Add "DONE" to the file name.</p> <p>Assign funding &amp; get COA from other departments as needed.</p> <p>Review paycheck in UCPATH after Pay Confirm (9/25)</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-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)

# 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**

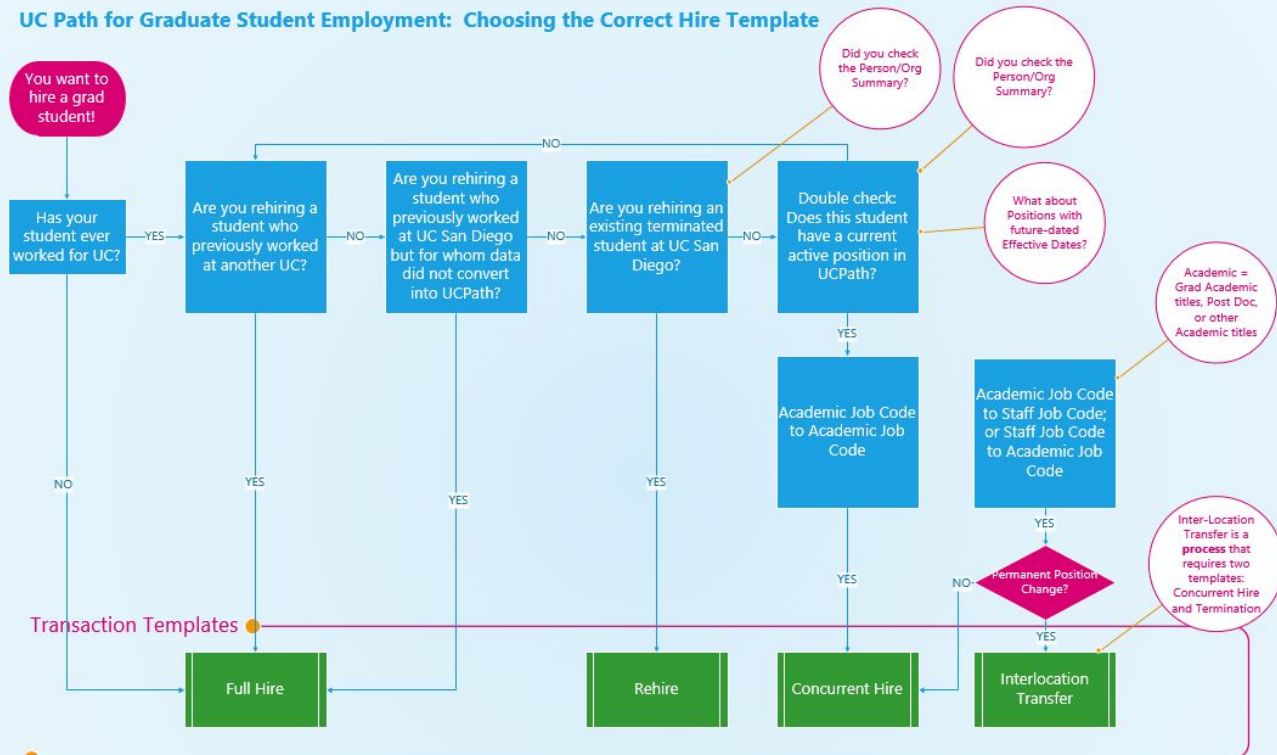
Departments are responsible for:

- 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*

# Choosing the Correct Template

- Full Hire
- Rehire
- Concurrent Hire
- Interlocation Transfer

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



<https://ucsdcollab.atlassian.net/l/cp/6HmP1Nh0>

### 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

▼ PayPath Transactions

Job Aids
<b><a href="#">How to Initiate a Short Work Break</a></b> This job aid describes how to put an employee on short work break status.
<b><a href="#">How to Initiate a Short Work Break for Employees With Multiple Jobs</a></b> This job aid describes how to put an employee with multiple jobs on short work break status.
<b><a href="#">How to Return an Employee from Short Work Break</a></b> This job aid describes how to return an employee from short work break status to pay status.
<b><a href="#">How to Return an Employee with Multiple Jobs from Short Work Break</a></b> 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 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 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:  Additional Comp-Summer-No 403

Effective Date Find | View All First 1 of 1 La

\*Effective Date:  →

**Payment Details** Find | View All First 1 of 1 La

Addl Seq #: 1

End Date:  → Reason:

Pay Period Amt:

Goal Amount:  Goal Balance:

Prorate Additional Pay

**Applies To Pay Periods**

First  Second  Third

**Job Information**

Employee Type: Salaried Standard Hours: 20.00

Compensation Rate: \$4,168.17 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: 6/30/2026

	Summer Session I	Summer Session II
Effective Date	07/01/2026	08/01/2026
End Date	07/31/2026	08/31/2026

**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)

[Upload \ View Supp](#)

Transaction ID NEW  
Workflow Status Apprvl Prc  
Request Status In Progress

Initiator's Comments

Data Entry

Verify Data

Job Code 002310 Teaching Assistant (TA) at 50%  
Summer Session 1 - Pay date 8/1/26

**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 07/01/2026

**Payment Details** Find | View All First 1 of 1 Last

Addl Seq #: 1

End Date 07/31/2026 Reason New Additional Pay

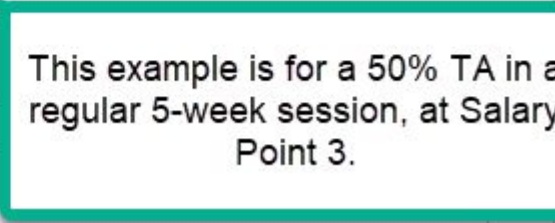
Pay Period Amt \$5,684.00

Goal Amount 5684.00 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  Additional Comp-Summer-No 403 + -

**Effective Date** Find | View All First ◀ 1 of 1 ▶ Last

\*Effective Date  📅 + -

▼ **Payment Details** Find | View All First ◀ 1 of 1 ▶ Last + -

Addl Seq #: 1

End Date  📅 Reason  ▼

Pay Period Amt

Goal Amount  Goal Balance

Prorate Additional Pay

**Applies To Pay Periods**

First  Second  Third

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

Job Code 002310 Teaching Assistant (TA) at 50%  
Summer Session 1 Pay date 8/1/26 & Summer Session 2 Pay date 9/1/26

**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 07/01/2026 31 + -

▼ **Payment Details** Find | View All First ◀ 1 of 1 ▶ Last + -

Addl Seq #: 1

End Date 08/31/2026 31 Reason New Additional Pay ▼

Pay Period Amt \$5,358.00

Goal Amount 10716.00 Goal Ba

Prorate Additional Pay

**Applies To Pay Periods**

First  Second  Third

In this example, a student is going to work as a 50% TA at Salary Point 1 in both 5-week Summer Sessions.

# Transaction Comments Template - Monthly

Scenario	Associate Instructors	
<b>Full Hire /Rehire /Concurrent Hire</b>	[Hire] effective 07/01/26 Summer Session I, Salary Point 5, 50.00% (0.00% FTE, flat-rate paid on Add'l Pay) Course Dates: 06/30/26-08/02/26 Course Payment: \$9,174 (course 3 units or more)	
<b>Extend End Date + FTE Change</b>  (Use these comments if you will enter Additional Pay at a later time or submit for mass upload action)	Extend End Date effective [06/30/26] to [07/31/26] Change FTE effective [07/01/26] from [50.00%] to 0.00%.	
<b>Extend End Date + FTE Change + Additional Pay</b>	Extend End Date effective [06/30/26] to [07/31/26] Change FTE effective [07/01/26] from [50.00%] to 0.00%. Additional Pay effective 07/01/26-07/31/26 Pay Period/Goal Amount: \$9,174	
<b>Additional Pay</b>  (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 07/01/26-07/31/26 Pay Period/Goal Amount: \$9,174	

# Transaction Comments Template - Hourly

Scenario	Reader	Tutor
<b>Full Hire /Rehire /Concurrent Hire</b>	[Hire] effective 06/30/26 Summer Session I, Reader, 25.00% Course Dates: 6/29/26-8/1/26	
<b>Extend End Date + FTE Change</b>	Extend End Date effective [06/30/26] to [08/02/26] Change FTE effective [06/30/26] from [50.00%] to [25.00%]	
<b>Extend End Date + FTE Change + Additional Pay</b>	N/A	N/A
<b>Additional Pay</b>	N/A	N/A

# Additional Pay Mass Upload

Resource: [Graduate Student Employment: Summer Session Pay](#)

Use of Mass PayPath upload is highly encouraged if you have a large quantity of TAs and Assoc. Instructors being hired.



You will need to create the Position, hire the student, and update funding ahead of submitting your upload request.

Due Dates (Positions created, people hired, funding added, Google Forms submitted):

- **Summer Session 1: 07/06/26**
- **Summer Session 2: 08/05/26**
- **Summer Session 3: Varies (need at least 10 business days prior to applicable payroll deadline for Employee Data Changes)**

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U						
Record #	POSITION_NB	EFFDT	ACTION	DEPTID	JOB	COE	REPORTS_TO	REPORT_DC	LOCATION	FLSA	STFTE	POSITION	SAL_ADJ	GRADE	UC_INCL	UC_HR	UC_EMF	Seconda	Recon	Identifier						
Record #	EMPLID	EMPL_RC	EFFDT	TRANSACTION	ACTION	REAS	STEP	PS	JOB	CC	COMP	R	COMPR	ESTAB	IC	FTE	EXPECT	EXPECT	UC_LOC	UC_LOC	EMPL_C	EARN	S	ERNCD	COMI	
Record #	EMPLID	EMPL_RC	EFFDT	ERNCD	REASON	EARNINGS	AMT	END_DT	GOAL	AMT	PRORAT	FIRST	SECOND	THIRD	Record Identifier											
300	10		4/8/2026	ASN		5	5518.00	8/31/2026	5518.00		Y													300		
300	10		3/8/2026	ASN		5	2653.00	8/31/2026	2653.00		Y														300	
300	10		5/8/2026	ASN		5	5518.00	8/31/2026	5518.00		Y														300	
300	10		6/8/2026	ASN		5	5518.00	8/31/2026	5518.00		Y														300	
300	10		4/8/2026	ASN		5	5518.00	8/31/2026	5518.00		Y														300	
300	10		4/8/2026	ASN		5	2679.00	8/31/2026	2679.00		Y														300	
300	10		14/8/2026	ASN		5	5518.00	8/31/2026	5518.00		Y														300	
300	10		3/8/2026	ASN		5	5518.00	8/31/2026	5518.00		Y														300	
300	10		6/8/2026	ASN		5	5152.00	8/31/2026	5152.00		Y														300	
300	10		5/8/2026	ASN		5	2679.00	8/31/2026	2679.00		Y														300	
300	10		1/8/2026	ASN		5	2653.00	8/31/2026	2653.00		Y														300	
300	10		13/8/2026	ASN		5	2679.00	8/31/2026	2679.00		Y														300	
300	10		3/8/2026	ASN		5	5518.00	8/31/2026	5518.00		Y														300	
300	10		2/8/2026	ASN		5	5358.00	8/31/2026	5358.00		Y														300	
300	10		2/8/2026	ASN		5	5518.00	8/31/2026	5518.00		Y														300	
300	10		6/8/2026	ASN		5	5684.00	8/31/2026	5684.00		Y														300	
300	10		1/8/2026	ASN		5	5518.00	8/31/2026	5518.00		Y														300	
300	10		7/8/2026	ASN		5	5358.00	8/31/2026	5358.00		Y														300	
300	10		1/8/2026	ASN		5	2653.00	8/31/2026	2653.00		Y														300	
300	10		3/8/2026	ASN		5	5518.00	8/31/2026	5518.00		Y														300	
300	10		4/8/2026	ASN		5	2679.00	8/31/2026	2679.00		Y														300	
300	10		3/8/2026	ASN		5	5358.00	8/31/2026	5358.00		Y														300	
300	10		5/8/2026	ASN		5	5518.00	8/31/2026	5518.00		Y														300	
300	10		8/8/2026	ASN		5	9732.00	8/31/2026	9732.00		Y														300	
300	10		6/8/2026	ASN		5	9732.00	8/31/2026	9732.00		Y														300	
300	10		3/8/2026	ASN		5	9732.00	8/31/2026	9732.00		Y														300	
300	10		3/8/2026	ASN		5	9732.00	8/31/2026	9732.00		Y														300	
300	10		13/8/2026	ASN		5	9732.00	8/31/2026	9732.00		Y														300	

Reminder: New Mass PayPath template has updated first row, ending at column S

# 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.

# Experience Based Salary - Associate Instructors

## Effective October 1, 2023, Associate Instructors with:

- Six (6) quarters of University teaching experience at UC San Diego
- During Academic Year terms (October 1 - June 30)
  - Fall: 10/1 - 12/31
  - Winter: 1/1 - 3/31
  - Spring: 4/1 - 6/30
- Appointment at 25% FTE or more - only a maximum of one experience count can be earned per quarter
- Who have not advanced to candidacy shall be placed at Salary Point 3
- Who have advanced to candidacy shall be placed at Salary Point 5

## Placement on the Salary Scale

- Experience in the Teaching Assistant (Job Code 002310), and Associate Instructor count towards University teaching experience.
- Returning Associate Instructors (students who were appointed as Associate Instructors prior to AY 2024-2025) should be hired at Salary Point 7, regardless of their experience
- Effective Fall 2023, new Associate Instructors may start at Salary Point 1

# Experience Based Salary - Teaching Assistants

## Effective October 1, 2023, Teaching Assistants with:

- University teaching experience at UC San Diego
  - During Academic Year terms (October 1 - June 30)
    - Fall: 10/1 - 12/31
    - Winter: 1/1 - 3/31
    - Spring: 4/1 - 6/30
  - Summer does not count towards the experience count
- Appointment at 25% FTE or more - only a maximum of one experience count can be earned per quarter
- 3 quarters of experience shall be placed at Salary Point 2
- 6 quarters of experience shall be placed at Salary Point 3

## Placement on the Salary Scale

Experience in the Associate Instructor and Associate-in-lieu-of Teaching Assistant (Job Code 001506) count towards University teaching experience.

# 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

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Join us for conversations, quick questions, moral support, and more on Microsoft Teams!

[Click this link to join the Graduate Student Financial Support Channel on MS Teams](#)