To: Department Financial Support Coordinators & UCPath Preparers:

Below please find our start-of-year employment reminders and information.

Resources
The following items from the Graduate Student Employment Collab, available on the Graduate Division Collab Site for Campus Partners can answer many of your questions.

- UPDATED Financial Support Calendar
- Graduate Student Employment Policy & Procedures (GSEPP)
- UCPath for Graduate Student Employment

Employment Exceptions
We have a NEW Google Form for submitting all Fellowship and Employment Exception requests. You can review the policy and guidelines for these requests in the GSEPP.

- NEW Google Form
- NEW AY 2021-2022 Employment Exceptions Form PDF (see attached)

Highlights from Graduate Student Employment Policy & Procedures

- Overview of Graduate Academic Titles: We recommend this overview as a starting point for staff who may be new to graduate employment or for those wanting a refresher on the basics of graduate student employment
- Academic Eligibility (Chapter 1): See the list of eligibility for graduate students to be employed in graduate academic titles. This chapter has information regarding percent time limits, registration unit requirements, basic qualifications, spring evaluations, terminal degrees, and employment during the summer/quarter breaks.
- Pre-Approval (Chapter 2): A reminder that hiring departments must ask for and receive approval from a student’s Academic Home Department BEFORE appointing them in any academic title. Many students have external funding and/or fellowship funding that preclude employment. Academic Home Departments should confirm that additional employment in another department will not violate the terms of this funding and also confirm that the student meets the academic eligibility criteria outlined in Chapter 1.
- Guide for Graduate Student Researchers (Chapter 8): Review guidelines for department GSR step levels and GSRTF eligibility criteria, and Job Codes for Academic and Summer periods
  - Contact the Graduate Student Employment team if your department would like to change your GSR step level and/or request a copy of your department’s previously approved request.
- Intercampus Employment (Chapter 12): If you are hiring a student from another UC campus, find links to the forms and workflow for the hiring process here.

Monitoring Job End Dates
Many employee records have an “Expected Job End Date” of 6/30/2021. UCPath will terminate all employees for which the “End Job Automatically” checkbox is selected when that date is reached. If the box is not checked, the employee will remain in active status and continue to receive pay. To avoid unintended impacts such as termination, pay
discrepancies, loss of benefits, system access interruptions or overpayments monitor the Jobs with Approaching End Dates Report to review job records and take any needed action as soon as possible.

Oath Signature Date
U.S. Citizens must sign the oath on or before the first day of service in order to avoid damage payment procedures (PPM 395-2, Damage Payments for Services Performed Before Loyalty Oath is Signed).

- For Graduate Student Researchers, Associates (in lieu of TA), Readers, and Tutors, this date will be the same as the hire effective date.
- For Associates (teaching a course) and Teaching Assistants the oath must be signed on or before the service period begin date, which the quarter begin date. Fall Quarter begins Monday, September 20, 2021.

Student Academic Title Rates and Salary Range Adjustment
The student academic title rates, along with the GSRTF pool rates, are updated during the summer. Please be sure to subscribe to the GradEmp listserv for details on those updates. The salary range adjustment will take place ahead of the Fall quarter. We will provide updates on the timelines as we receive them.

Student FICA
Most U.S. Citizens, permanent residents and resident aliens employed in July and August will be subject to student FICA (DCP/Medicare deductions) because they will not be registered during Summer Session. Information regarding student FICA is available on the Graduate Division website, Student FICA, Defined Contribution Plan (DCP), and Medicare. We will be sending information in late June to forward to your students to make them aware of the salary deductions on 08/01 and 09/01.

Summer Employment Dates
The Summer period is defined as the day after Spring Quarter ends through the day before Fall Quarter begins. Find these dates on the Academic and Administrative Calendar 2021–2022 page. Summer 2021: Saturday June 12, 2021-Sunday, September 19, 2021

Data entry guidelines for the graduate student academic job codes can be found here:
  - 100% Employment During the Summer
  - Collected Best Practices

Summer Session Employment
We have data entry guidelines for our Summer Session ASEs. Please review the guidance on Summer Session Pay for information on hiring, paying, and mass uploads for Additional Pay in UCPath.

Time Limits
Graduate students should not be extended in UCPath beyond September 19, 2021 if their pre-candidacy or support time limits expires in Spring Quarter 2021. Once the student has advanced to candidacy, or the support time limit has been extended, you may extend their employment. You may also view a complete time limit report from the Student Database, under the Reports tab.

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