Department Support Coordinators & PPS Preparers:

As you are aware, graduate students may only be employed one fiscal year at a time (07/01-06/30). Department support coordinators and PPS preparers may now begin inputting graduate employment beyond 06/30/2019 into the Payroll system. **Graduate students should not be extended in PPS beyond 09/22/2019 if their pre-candidacy or support time limits expires in Spring Quarter 2019.**

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

**REFERENCE DOCUMENTS**
The following items, available on the Graduate Division website and Collab space, can answer many of your questions
1. Graduate Division PPS Payroll Policy and Procedures Manual
2. Graduate Student Home Department Codes and Contacts
3. Student Academic Title Pay Rates
4. Student DCP/FICA
5. Graduate Student Tax Information (last updated March 2019)

**EMPLOYEE RELATIONS CODE**
Please be sure to update the Employee Relations Code (ERC) to “E” on the EPER screen when adding graduate student appointments in PPS.

**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 appointment/distribution begin date. For Associates (teaching a course) and Teaching Assistants the oath must be signed on or before the service period begin date, which is the quarter begin date. Fall Quarter begins Monday, September 23, 2019.

**PPS MANUAL HIGHLIGHTS**
- **Pre-Approval Process**, Chapter 2: what to do when hiring a student outside of your department
- **Employment Eligibility**, Chapter 3: information regarding percent time limits, registration unit requirements, basic qualifications, spring evaluations, terminal degrees, and employment during the summer/quarter breaks
- **Guide for Graduate Student Researchers**, Chapter 8: department GSR step levels (new printer-friendly chart add), GSRTF eligibility criteria, and GSR WOS salary data entry guidelines.
  - Contact me if you need to change your GSR step/support level and/or request a copy of your department’s previous request for a new GSR step
  - See a sample of a GSR set up for 100% during the summer months
- **Guide for Teaching Assistants**, Chapter 10: service v pay periods, TA daily rates of pay
  - Please be sure to use the comment templates we have provided for you in the Graduate Division PPS Payroll Policy and Procedures Manual; it is NOT sufficient to make a change in PPS and ONLY submit an ASK case with the calculations
  - See a sample of a Spring TA with a 100% GSR appointment for summer
PPS REVIEW
Easily review Payroll entries using tools and queries from EmployeeLink. Contact Graduate Division if you would like assistance any of these tools or queries
1. Employee History
2. “Personnel Action Notice” query
3. “Employee” query

STUDENT EMPLOYEE BENEFIT CHARGES
Student Benefit charges effective 01/01/2019, PPM 395-10, Supplement 1, updated 01/01/2019

- **September-June** (if registered in at least 6 units and employed less than 80%)
  - 0.75% = Worker’s Compensation
  - 0.23% = Employee Support Program
  - **Total for September-June:** 0.98% = Total ($0.98 per $100 wages)

- **July and August** (unless registered in minimum units and employed less than 80%)
  - 0.75% = Worker’s Compensation
  - 0.23% = Employee Support Program
  - 1.45% = Medicare
  - Unemployment = 0.00% (Gen. Funds); 0.25% (Fed. Funds); 0.10% (Other Funds)
  - **Total for July and August:** 2.43% = General Funds (ex. $2.43 for $100 salary); 2.68% = Federal Funds (ex. $2.68 for $100 salary); 2.53% = Other Funds (ex. $2.53 for $100 salary)

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 our website. 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. The weekend days are not considered a break in service for PPS purposes but most user’s input continuous dates that include weekend days. Find these dates on the Academic and Administrative Calendars Blink page.

GSR Title Code 3266 is always used for the period 07/01-09/30. Data entry guidelines for GSR title codes can be found in the Graduate Division PPS Policy and Procedures Manual. You can find data entry guidelines and rates for Summer Session in the Summer Session Payroll Manual.

**Summer 2019:** Saturday June 15, 2019-Sunday, September 22, 2019

TIME LIMITS
Graduate students should not be extended in PPS beyond 09/22/2019 if their pre-candidacy or support time limits expires in Spring Quarter 2019. Once the students has advanced to candidacy, or the support time limit has been extended, you may extend their employment.

Graduate Division maintains online pre-candidacy and support time limit notices for students with time limits expiring this spring and upcoming academic year. Please be sure to review these time limit notices before processing or approving employment for a graduate student. You many also view a complete time limit report from the Student Database, under the Reports tab (Reports > Academic Reports > Annual Time Limit Report).

**A final note...**
First, many thanks to you for all your hard work and efforts to ensure that our students are getting their pay in a timely fashion! I would also like to say that all your patience and support this past year has been deeply felt and sincerely appreciated. As I have been working more closely with many of you, I am continuously impressed by the spirit of
collaboration and willingness to share your talents with, not just myself, but the rest of the UC San Diego community. It really is a joy to work with you all and I look forward to another great year ahead!

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“Graduate education that transforms, enriches, and inspires.”

Upcoming Out of Office: June 7-11