Hi Everyone,

The 3% salary increase (PPS update) for Academic Student Employees (TAs, Associates, Readers, Tutors) and Graduate Student Researchers was successful. You may now add/change ASE/GSR appointments in PPS using the new rates effective 10/01/19.

**Student Academic Title Pay Rates:** [http://grad.ucsd.edu/financial/employment/student-pay-rates.html](http://grad.ucsd.edu/financial/employment/student-pay-rates.html)

**BI-WEEKLY APPOINTMENTS:**
For Readers and Tutors paid on a bi-weekly schedule you should use the new ASE rates beginning 10/06/19. This means for bi-weekly employees you may need to enter old rates from the 10/01/18 Student Academic Title Rate chart on one appointment and new rates from the 10/01/19 Student Academic Title Rate chart on another appointment.

For example, a new graduate Reader on a bi-weekly schedule being entered for the period 10/01/19-12/31/19 would need to be set up on 2 lines:

- Apt 10 10/01/19 – 10/05/19 at **old** hourly rate of $16.26
- Apt 20 10/06/19 – 12/31/19 at **new** hourly rate of $16.75

Readers and Tutors paid on a monthly schedule should be entered with the **new monthly rates** effective 10/01/19.

Please feel free to reach out to me if you have any questions. Thank you!

**Courtney L. Aguila**
Senior Graduate Employment Coordinator
Graduate Division, UC San Diego
P: (858) 534-3727 | F: (858) 534-4304
A reminder that the PPS freeze for the graduate students begins today at COB and continues through COB on Tuesday (10/08/19). On Wednesday, 10/09/19, we will send a separate notification confirming that the range adjustment was successful.

Thank you and have a nice weekend!

Courtney L. Aguila
Senior Graduate Employment Coordinator
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From: gradcoords-l-bounces@mailman.ucsd.edu <gradcoords-l-bounces@mailman.ucsd.edu> On Behalf Of grademployment
Sent: Tuesday, October 1, 2019 3:24 PM
To: gradsup@ucsd.edu; 'GRADEMP-L@ucsd.edu' <GRADEMP-L@UCSD.EDU>; gradcoords-l@ucsd.edu
Cc: Bond, Kenneth <kwbond@ucsd.edu>; Hamilton, Stephen <shhamilton@ucsd.edu>; Cashatt, Kacy <kcashatt@UCSD.EDU>; Gomez, George <ggomez@ucsd.edu>; Maheu, Kelly <kmaheu@ucsd.edu>; Vann, Joel <jvann@ucsd.edu>; Rodriguez, Paul <prodriguez@ucsd.edu>

Subject: [Gradcoords-l] Range Adjustment and PPS Freeze (10/05/19-10/08/19)

Hi Everyone,

This year’s automatic range adjustment for the graduate student population has been scheduled. Please see the timeline below for details and instructions for PPS preparers. Thank you!

SCHEDULE OF PAYMENTS

- **Monthly:** the 3% increase for earnings effective 10/01/19 will be reflected on the 11/01/19 paycheck.
- **Bi-Weekly:** the 3% increase for earnings effective 10/06/19 will be reflected on the 10/30/19 paycheck.

TIMELINE AND INSTRUCTIONS

- **Today – 10/04/19 (COB):** Continue to input all GSR and ASE PPS actions using the OLD pay rates (effective 10/01/18). If you have been entering appointments with the new rates, please contact me.
- **10/05/19-10/08/19:** No PPS entries or adjustments may be made to the records of existing GSR or ASE appointments during the freeze. You may process separations and new hires using the NEW pay rates (effective 10/01/19).
- **10/07/19 – 10/08/19:** EDB PPS update; the automatic range adjustments will run on 10/07/19 in implement the 3% salary increase. The program will match title codes to the 10/01/18 pay rates and then adjust to the rates effective 10/01/19. The program will be based on the PPS data at the close of business on Monday evening, 10/07/19, when the system goes off-line at 7:00 pm.
- **10/09/19:** Graduate Division will send a notice on Wednesday morning, 10/09/19, confirming that the range adjustment process was successful. At that time, you may resume making adjustments to existing PPS entries.

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