Hello Everyone,

As we approach the start of Fall quarter, we wanted to send out some important employment reminders and updates. Information about employment exceptions will be sent out in a subsequent email.

**Academic Title Pay Rates**
The Student Academic Title Pay Rates chart has been updated and is posted to the Graduate Division website. Please note that the GSRTF rates have not been updated. More information on those rates is forthcoming. See [Student Academic Title Pay Rates](#).

**Childcare Reimbursement**
Effective FA20 the University is providing a temporary exception to the ASE, GSR, and Research Fellow/Trainee Childcare Reimbursement Programs. It will now allow reimbursement for childcare provided by a friend or family member living the same household as the eligible student, with some exclusions. See [Support for Student Parents](#).

**COVID-19 UC PAL and FFCRA Leave**
Students employed in graduate academic titles are eligible for leave under the UC PAL and FFCRA programs. Please complete the tracking form on our Collab site if your students take this type of leave. See [COVID-19 UC PAL and FFCRA Leave Tracking](#).

**Fee Payment Resolution**
Questions and concerns regarding student fee payments should now be submitted via a ticket to Services & Support. Please include the student’s name and PID, the quarter, and the type of remission in your description. Please encourage your students to also use this method when submitting inquiries. See [Services & Support](#).

**Graduate Student Employment Policy & Procedures**
The PPS Manual is now the Graduate Student Employment Policy & Procedures and has a new Collab link. Some of the chapters have been rearranged, so please take a look and be sure to update your internet browser bookmarks. See [Graduate Student Employment Policy & Procedures](#).

**Oath and Patent**
US 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, Readers, Tutors and Associates (in lieu of TA), this date will be the same as the appointment/distribution begin date. For Teaching Assistants and Associates (teaching a course), the oath MUST be signed on or before the service period date, which is the quarter begin date, **Monday, September 28, 2020**. See [Academic and Administrative Calendar 2020-2021](#).

**Percent Time During the Academic Year**
UC graduate student employment policy states that a full-time graduate student may be employed a maximum of 50% time during the academic year and up to 100% during the summer months. The last day of summer is **Sunday**,
September 27, 2020. Students may not be appointed over 50% beginning Monday, September 28, 2020 through Friday, June 11, 2021, except by written approval from the Dean of Graduate Division. See Graduate Student Employment Policy & Procedures, Chapter 1: Academic Eligibility.

Preapproval Process for Hiring Graduate Students
The Graduate Division expects that a student's academic home department, not the hiring department, oversee and coordinate their student's academic employment. If you are hiring a Graduate Student from a department other than your own, you must obtain approval from the student’s academic home department. You can access the list of home department contacts on the Graduate Division website. See Graduate Student Employment Policy & Procedures, Chapter 2: Pre-Approval and Graduate Department/Program Contacts.

Remote Hiring Guidelines for Fall 2020
Information presented at the International Students & Programs Office regarding FA20 hiring has been posted on the Collab. Please check back frequently for updates. See Fall 2020 Remote Hiring Guidelines

Salary Range Adjustment
This year’s salary range adjustment for the graduate academic titles is scheduled for October 1, 2020-October 6, 2020. All pay-impacting transactions for the affected population should be completed and approved by October 1st to be included in the range adjustment. More details to come as we get closer to that date.

Social Security Numbers
The Financial Support Unit will no longer be updating Social Security Numbers.
- Students needing to update a valid SSN/ITIN in ISIS should be referred to the Office of the Registrar
- Students needing to update a valid SSN in UCPATH should navigate to the Employee Self-Service and make the changes themselves
- Students without a valid SSN/ITIN should be referred to the International Student & Programs Office
See Student Social Security Number (SSN) or Individual Tax Indentification Number (ITIN)

TA Fee Deferment and TA Loan Programs
Students hired as a Teaching Assistant or Associate-In for 25% for the entire quarter are eligible for the TA Fee Deferment and TA Loan Programs (fall only). Fall applications are due Friday, September 11, 2020 and should be submitted via a ticket to Services & Support. See TA Fee Deferment and TA Loan Programs and Appendix: TA Fee Deferment and Ta Loan Programs

UCPath
The Graduate Division Financial Support Unit has created a Collab space dedicated to UCPath for graduate student employment. Please be sure to check back frequently for updates, office hours, training, and more. See UCPATH for Graduate Student Employment

We want to take a moment to recognize all of YOU and your efforts in ensuring a smooth transition for our students. We appreciate the spirit of cooperation you all have shown. As we gear up for Fall, we look forward to continuing to work with you and seeing you in office hours!

- Join your colleagues on Microsoft Teams! Click here to join the Graduate Student Employment Team.
- Graduate Division Campus Partners, Graduate Student Financial Support, and Graduate Student Employment

Best wishes,
Kacy