Good afternoon,

In accordance with the contractual agreement between the International Union, United Automobile, Aerospace and Agricultural Implement Workers of America (UAW) and the University of California, pursuant to the terms of Article 29, Wages, of the contract, the 2020-21 ASE salary scales have been adjusted by a general range adjustment increase of 3% with an effective date of October 1, 2020 for monthly paid employees and the first pay period commencing after October 1, 2020 for bi-weekly paid employees. The new rates will be reflected on the 10/28 paycheck for Biweekly Paid (BW) employees and on the 10/30/2020 paycheck for Monthly Paid (MO) employees.

In accordance with the 2020-21 academic salary program for student policy-covered academic appointees, the GSR scales have been adjusted by a general range adjustment increase of 3% effective date October 1, 2020. The new rates will be reflected on the 10/30/2020 paycheck for Monthly Paid (MO) employees.

Below please find important information and instructions to ensure a clean implementation of the October 2020 salary increase for Academic Student Employees and Graduate Student Researchers.

New Pay Rates
The new rates have been posted on the UCSD Graduate Employment webpage: https://grad.ucsd.edu/financial/employment/Student-Academic-Title-Rates-2020-2021.

UCPath Process
New system-wide scale rates (all UCSD Graduate Employment titles except Tutors) have been added to UCPay salary tables with a 10/1/2020 effective date for MO titles and 10/4/2020 for BW titles. If you are hiring new employees into these titles with effective dates on or after those dates, you should see the new rates default during the template hire process. Tutor rates are on the BYA salary plan and manually entered during the template hire process.

Existing job records (Active HR Status and those on SWB) with expected job end dates beyond 9/30/2020 will be adjusted in the automated wage implementation/range adjustment process.

UCPath Freeze
In order to implement the automatic rate adjustments for existing jobs, there will be a UCPay Freeze for the period 10/1/2020- 10/7/2020. This freeze applies ONLY to Pay Component changes and ONLY to the Impacted Population (ASE and GSR).

DO NOT MAKE CHANGES THAT WILL IMPACT THE PAY COMPONENTS FOR ASE AND GSR JOBS DURING THE FREEZE SUCH AS:

• Job Code
• Salary Plan
• Pay Rate
• Comp Rate
• Pay Frequency

You may continue to process these transactions:
• New Hire
• Concurrent Hire
• Rehire
• Termination
• Extend Job
• Short Work Break
• Extended Leaves
• Fund Entry

Expected Job End Dates and Terminations
Jobs that are not extended before the range process begins will be skipped in the process and you will have to manually range adjust those records, if applicable. To be included in the range process, the effective date of an extension must be 9/29/2020 or earlier and the transaction must be approved locally by 9/29/2020.

Employees who will not be extended beyond 9/30/2020 must be terminated NOW. Remember, in UCPath, the expected job end date will not stop pay nor will funding end dates. You must terminate, extend, or put the job on Short Work Break or the employee will continue getting paid. The “Jobs With Approaching End Dates” report on the HR/Payroll tab at reports.ucsd.edu will help you monitor end dates.

For expirations of appointment where there are no accruals to pay out, you can simply check the End Job Automatically Box (PayPath entry – DTA/TMF) and the record will self-terminate if the transaction is approved no later than 9/29/2020 with an Job Data Effective Date of 9/29/2020 or earlier. Or you can process a Termination via the Smart HR Template transactions.

Questions may be directed to grademployment@ucsd.edu.

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