

Cashatt, Kacy

From: gradsup-bounces@mailman.ucsd.edu on behalf of grademployment <grademployment@UCSD.EDU>
Sent: Tuesday, October 19, 2021 12:08 PM
To: 'GRADEMP-L@ucsd.edu'; gradsup@ucsd.edu; UCPATH for Graduate Student Employment - Graduate Student Financial Support
Subject: [Gradsup] Corrections Needed: Post-ASE/GSR Salary Range Adjustment

Hi Everyone,

The salary range adjustment and freeze for graduate student academic titles is complete. During the adjustment, some records were not updated. Please review the Google sheet of employment records that were not updated and need corrections at the below link:

- **10/01/2021 Post-Range Adjustment Corrections:**
<https://docs.google.com/spreadsheets/d/1pJEQmC2w8QDml7W76VWD6y4g7Mdt8tW02EAxTjM4U-8/edit?usp=sharing>

There are two tabs of this spreadsheet – one with detailed instructions and the second with the records that need reviewed/updated titled “Corrections Needed in UCPATH”. **For these students to receive the correct salary on their 11/01/2021 check, the deadline for updates via PayPath is 10/22/2021.**

These records were not updated during the salary range adjustment primarily due to the Expected Job End Date being before 10/01/2021 and also due to incorrect appointment set-up in UCPATH. Although some may have been auto-terminated or manually terminated and others have since had their end dates extended, there are many that are still active with end dates that have passed.

- If the student is no longer employed/working in the position, the record will need to be terminated.
- If the student will continue to serve in the appointment, the records will need end dates extended and pay components corrected in UCPATH.
- Update the appropriate data field(s) indicated in the Notes column (column X) to correct the pay components. These data fields include salary admin plan, grade, step, etc.

These updates need to be made by the applicable October payroll deadline to ensure these students are paid correctly on their first paycheck (or not overpaid in the case of employees who need to be terminated). If you are not able to make the B2 deadline for BW employees, it is our understanding from the [Retro Pay Matrix](#) that increases to comp rate should automatically calculate the difference to be paid to the employee on the next on-cycle check. If the comp rate needs to be decreased, you will need to process an Overpayment.

If you have a large amount of updates to make, we recommend utilizing the Mass PayPath upload. Information on how to prep and submit Mass PayPath files to our team can be found at the following link: <https://collab.ucsd.edu/x/ PkRBg>. Please note, we are not able to process Mass PayPath files during any of the pay cycle (MO/BW) [non-transaction days](#).

As a general reminder for all payroll actions, we recommend that as you are making routine updates in UCPATH, please take an extra click to double check appointments are set up correctly (Salary Admin Plan, Grade, Step, Pay Frequency, Pay Components, Expected End Date, etc.).

Thank you!

Financial Support Unit Employment Team
Graduate Division, UC San Diego
9500 Gilman Drive
La Jolla, CA 92093-0003
grad.ucsd.edu

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