Graduate Student Employment – PPS Online Update Policy and Procedures
Instructor

◆ Courtney Aguila
  ▪ Senior Graduate Employment Coordinator
  ▪ (858) 534-3727, claguila@ucsd.edu
Delegation of Authority, Student Eligibility, and Hiring Practices

ELIGIBILITY AND HIRING
Student Academic Title Rates – Chapter 24

- Graduate Division has oversight for the following student titles:
  - Graduate Student Researcher
  - Teaching Assistant
  - Associate
  - Associate-in-lieu
  - Reader
  - Tutor

- Salary rates are updated each academic year with an October 1st effective date
# Student Academic Title Rates

- New rates are posted on the Graduate Division website

## Student Academic Title Rates

<table>
<thead>
<tr>
<th>Title</th>
<th>Base/PO Rates</th>
<th>Title Code</th>
<th>Hourly</th>
<th>Monthly</th>
<th>Annual</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Teaching Assistant</td>
<td>09/09</td>
<td>2310</td>
<td>4.277</td>
<td>35.350</td>
<td>42,346</td>
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<tr>
<td>*Associate (in lieu of TA, Step 1)</td>
<td>09/09</td>
<td>2306</td>
<td>4.912</td>
<td>42.376</td>
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<td>*Associate-in-Dept (Teaching a Course, Step 9)</td>
<td>09/09</td>
<td>2306</td>
<td>5.871</td>
<td>52.842</td>
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**Graduate Student Researcher**

<table>
<thead>
<tr>
<th>Rate</th>
<th>Title Code</th>
<th>Step</th>
<th>Hourly</th>
<th>Monthly</th>
<th>Annual</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/12</td>
<td>3206</td>
<td>Step 1</td>
<td>3.356</td>
<td>40.272</td>
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<tr>
<td></td>
<td></td>
<td>Step 2</td>
<td>3.617</td>
<td>43.404</td>
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<td>Step 3</td>
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<td></td>
<td></td>
<td>Step 5</td>
<td>4.621</td>
<td>55.852</td>
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<td></td>
<td></td>
<td>Step 6</td>
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<tr>
<td></td>
<td></td>
<td>Step 7</td>
<td>5.223</td>
<td>62.076</td>
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<tr>
<td></td>
<td></td>
<td>Step 8</td>
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<tr>
<td></td>
<td></td>
<td>Step 9</td>
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<td></td>
<td></td>
<td>Step 10</td>
<td>6.677</td>
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**GSR Tuition and Fee Remission Rate 10/01/18-06/30/19 (Sub-6)**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title Code</th>
<th>Note</th>
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<tbody>
<tr>
<td>3212</td>
<td>$2221</td>
<td>Same GSR salary as above</td>
</tr>
<tr>
<td>3213</td>
<td>$2433</td>
<td>Same GSR salary as above</td>
</tr>
<tr>
<td>3214</td>
<td>$2715</td>
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<td>3215</td>
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</tr>
<tr>
<td>3216</td>
<td>$2084</td>
<td>Same GSR salary as above</td>
</tr>
<tr>
<td>3217</td>
<td>$2377</td>
<td>Same GSR salary as above</td>
</tr>
<tr>
<td>3218</td>
<td>$2160</td>
<td>Same GSR salary as above</td>
</tr>
<tr>
<td>3219</td>
<td>$2850</td>
<td>Same GSR salary as above</td>
</tr>
</tbody>
</table>

**Tutor**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title Code</th>
<th>Hourly</th>
<th>Monthly</th>
<th>Annual</th>
</tr>
</thead>
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<tr>
<td>09/09</td>
<td>2850</td>
<td>16.26</td>
<td>282.94</td>
<td>35.963</td>
</tr>
</tbody>
</table>

**Non-Student (Requires pre-approval by Dean of Graduate Division)**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title Code</th>
<th>Hourly</th>
<th>Monthly</th>
<th>Annual</th>
</tr>
</thead>
<tbody>
<tr>
<td>2500</td>
<td></td>
<td>25.10</td>
<td>501.80</td>
<td>60,401</td>
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</table>

*The list of 09/09/18 Academic Title Rates (rates) are current by the effective beginning openings between the University and the Medical Divisions. (This is updated on 09/17/2018)*
Delegation of Authority – Chapter 1

- Graduate Division is the final approval authority for a graduate student employed a student academic title or student staff title with the following conditions:
  - The **Dean of Graduate Division** has the approval authority for a graduate student appointed as an Associate (teaching a course)
  - **Student Employment Office (SEO)**, a division of the Career Services Center, must pre-approve the employment of a graduate student on a staff title (a casual-restricted employee)
  - The employment of graduate students as UC San Diego career employees is handled as follows:
    - For current UC San Diego career staff employees who become graduate students, the appropriate authority is Central Human Resources and the Graduate Division
    - All other graduate students are under the jurisdiction of the Graduate Division, which does not allow employment into a UC San Diego staff position (career, limited, or temporary)

- Graduate Division has the authority to terminate any action not in compliance with stated graduate student policy and procedures
Pre-Approval Process – Chapter 2

- Graduate student employment must be approved by the Home Department (department/program where the student is pursuing a degree) prior to entering the appointment in PPS.
- Refer to the “PPS Home Department Code List” for a list of employment contacts:
  - [https://collab.ucsd.edu/display/GDCP/Graduate+Student+Home+Department+Codes+and+Contact+5s](https://collab.ucsd.edu/display/GDCP/Graduate+Student+Home+Department+Codes+and+Contact+5s)
- If you are entering a New Hire, enter the Home Department on the EPER screen in PPS.
- If you are entering a Rehire, ask the Home Department for alternate access to the employee record.
- PANS are automatically routed to:
  - Home Department
  - Appointment Department
  - Personnel (the Graduate Division)
  - Payroll
  - Alternate Department
Employment Eligibility Rules –
Chapter 3

- Fiscal Year Appointments
  - 07/01-06/30, one year at a time

- Enrollment and Registration
  - 12 units required for employment greater than 25%

- Percent Time and Academic Department Support Policy
  - Graduate students may be employed a maximum of 50% time (20 hours per week) during the academic year
  - Graduate students may be employed up to 100% time (40 hours per week) during the summer months with departmental approval

- Basic Qualifications for Eligibility
  - Be in good academic standing
    - Meet department standards, including a satisfactory spring evaluation
    - Maintain a GPA of 3.0 in upper-division and graduate course work and not have more than eight (8) units of F and/or U grades overall
  - Be within pre-candidacy and support time limits, as well as within the 18-quarter ASE limit
Employment Eligibility Rules

◆ Spring Evaluations
  ▪ Mandatory each academic year

◆ Terminal Degrees/Summer Employment
  ▪ A student who receives a terminal degree (and is eligible for support) can be employed as a GSR through the quarter-break after graduation
  ▪ The summer is considered to be the quarter-break after Spring quarter

◆ New Admits
  ▪ May be employed as a GSR during the summer or quarter-break before the first quarter of registration
  ▪ NOTE: An international students in F-1 or J-1 status cannot enter the U.S. more than 30 days prior to the program start date listed on the I-20 or DS-2019

◆ Leave of Absence
  ▪ A graduate student on an academic Leave of Absence (LOA) may not receive any payment from the University (employment or fellowship) during the quarter(s) while on LOA and must be separated in PPS

◆ Readmits
  ▪ A graduate student who has been readmitted or is returning from a LOA (and within the support time limit) is eligible for employment during the summer or quarter-break preceding the quarter of readmission or return from a LOA
Academic Year Appointments
Over 50% Time – Chapter 4

- **U.S. citizens and permanent residents only**
  - No exceptions are permitted for international students

- The employment of a graduate student over 50% during the academic year requires prior written approval by:
  - All funding sources involved
  - The student’s Home Department Chair and academic advisor
  - The Dean of Graduate Division

- In general, a request for exception up to a maximum of 75% time will be considered
  - NOTE: the Dean will not approve a Graduate Student Researcher position over 49.99%, although she may approve a 49.99% GSR in combination with another 25% title such as Teaching Assistant or Reader

- Exception requests that include TA or Associate appointments should include student teaching evaluations and/or CAPES for the Dean’s review
New Hire Guidelines – Chapter 5

- Contact the Home Department for preapproval if applicable
- Use the “New Hire Data Collection Worksheet” as a guide
- Important new hire information:
  - **Name**
    - Enter the student’s legal name; the name should be the same in Payroll as it is in the Student Information System (ISIS)
  - **Oath Signature Date**
    - **Oath must be signed on or before the first day of service**
      - For **GSRs, Readers, and Tutors**, this date will be the same as the appointment/distribution begin date
      - For **Teaching Assistants and Associates**, the Oath must be signed on or before the service period, which is the quarter begin date
    - The Oath is valid for 365 days
    - If an employee separates and is rehired less than 365 days from their previous hire, the employee is not required to complete a new form
New Hire Guidelines

◆ Important new hire information:
  ▪ I-9
    ▪ Employees must sign Section of Form I-9 no later than the first day of employment
  ▪ BELI Code
    ▪ Always “5” for graduate students on academic or casual-restricted student titles
  ▪ College Code
    ▪ Always “00” for graduate students
    ▪ College code is important for DCP purposes
  ▪ Employee Relations Code (ERC)
    ▪ Enter “E” on the EPER screen
    ▪ Will allow the system to update the appropriate Employee Unit Code (EUC) and Representation Code based on the title code for each appointment
  ▪ Creating New Appointments
    ▪ Appointment percent time must match distribution percent time
    ▪ A new appointment must be created whenever changing percent time
  ▪ Employee Voluntary Self-Identification of Race, Ethnicity and Veteran Status
A “rehire” should be completed if a student employee is separated or there is a one day break in service (Monday through Friday)
Contact the home department for preapproval or to obtain access to the employee record in PPS if needed
Determine if any information has changed since the student was last employed (name, address, bank account, academic department, tax withholding, etc.) and update PPS
If the BELI Code was previously listed as “5”, continue to use “5”; if code has been updated to “4”, this may reflect that student became eligible for Core benefits under ACA benefits eligibility rules
IMPORTANT: Patent Acknowledgement must be signed every time a student is rehired
REMINDER: be sure to maintain the work permit expiration end date field
- For F-1: check I-20
- For J-1: check DS-2019
Social Security Number – Chapter 5

- All international students must have, or have applied to have, a Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN) before entering their appointment in PPS
- Enter in all 9s (999999999) in the SSN field on the EEID screen, or all 0s (000000000) if you are using the new web-based PPS, with a receipt of application
- Once proof of SSN/ITIN has been received (i.e. Social Security Card), please do the following:
  - Enter the SSN/ITIN on the EEID screen in PPS
  - Complete a “SSN Change Form” and send the form to Graduate Division
  - SSN/ITIN should be updated in PPS prior to December 31st for tax reporting
Important Items to Note

- The appointment and distribution begin and end dates should **always match**; a new appointment should be set up when the percent time changes.
- **Cannot overtype anything except the end date on the distribution line***
- Do not delete old appointments; they will drop off the system automatically after four months.
- The copy command does not copy the annual rate, the rate needs to be manually entered.
- Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer; employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee’s first day of employment.

*Note: The asterisk indicates a special condition or instruction related to the overtyping of the distribution line.
Separation – Chapter 7

- You must complete a separation bundle (SEPR) when a student terminates employment with the University, typically upon graduation.
- The Home Department is responsible for the separation.
  - Reason Code should be “AK” for other.
- The end date of the appointment/distribution should match the separation date as the last day on active pay.
  - NOTE: You will need to delete any Without Salary (WOS) appointments that have an effective date after the separation date.
- Make sure to update the student’s address on the EADR screen.
  - For inactive employees, this is where the Form W-2 Statement of Earnings will be mailed.
- Student FICA: Defined Contribution Plan (DCP).
  - If the student is separating from the University and will no longer be employed at UC San Diego (graduating or withdrawing), and if the student previously had a DCP deduction, refer the student to Fidelity to update their address and to request a withdrawal, if applicable.
    - Visit https://netbenefits.com or call 1-866-682-7787.
I-4 Separation

- An I-4 Separation occurs when there is not an active appointment for four months
  - Example: If a Reader has not been positively time reported for 4 months, the status will change to I-4 separation even though the appointment appears to be current on the EAPC screen
- The “Separation” status will not change and the student will not be paid until the I-4 code and separation date has been deleted on the ESEP screen
Graduate Student Researcher, Research Fellow, and Visiting Graduate Students

STUDENT TITLES
A Graduate Student Researcher (GSR) is a registered graduate student who performs research under the direction of a faculty member.

There are 3 types of GSR appointments:

- **GSR Salary Only**
  - Title Code 3266
  - Always used during the period 07/01-09/30
  - Appointed less than 25% time (combined appointments) during the academic months, 10/01-06/30

- **GSR with Tuition and Fee Remission (GSRTF)**
  - Title Code 3262, 3263, 3264, 3284, 3285, 3286, or 3287
  - See the “Student Academic Title Rates” chart for a list of title codes and corresponding pool rates

- **GSR without Salary**
  - Title Code 3266
  - DOS Code “WOS”
GSR Appointments

- The GSR step level and title code is based on the student’s Home Department.
- The annual and monthly rate are entered on the EAPC based on the step level.
  - Example: the 2018-2019 monthly rate for a GSR Step 1 is $3356.
- Enter a new appointment when the percentage or title code has changed.
- GSRs may be appointed up to 49.99% during the academic months and 100% during the summer with the Home Department’s approval.
  - Starting the first day of the quarter, the student must drop back to 49.99%.
- The Basis/Paid Over is always 11/12.
- The DOS Code for a salaried GSR is “REG”.
- GSRs do not accrue vacation/sick leave and they are not required to submit time sheets.
GSR Tuition and Fee Remission (GSRTF)

- The Home Department is responsible for coordinating GSRTF payments using the Graduate Division online tool at https://gradforms.ucsd.edu/financial/

- Eligibility: A graduate student must satisfy all the following conditions in order to qualify for tuition and fee remission
  - Be appointed for a minimum 25% for the full quarter in which tuition and fees are paid, or the dollar equivalent (e.g. 49.99% for the half the quarter)
  - Have an appointment effective with the first week of instruction in the quarter for which tuition and fees are paid
  - Be within campus time limits for support
  - For Non-Resident Supplement Tuition remission, be within the first year of graduate student at UC San Diego unless an international student
    - US Citizens and permanent residents should establish California residency by the start of their second year
GSRTF

- GSRTF Tuition and Fee Payments
  - Eligible GSRs’ tuition and fees are paid quarterly on an actual rate basis by Graduate Division
    - This process is coordinated with the student’s Home Department or program

- GSRTF Assessment
  - The fund source that pays the GSR salary is assessed an average monthly charge for the costs of GSRTF based on the corresponding title code

- GSRTF Appointment Period
  - Fall Quarter: 10/01-12-31
  - Winter Quarter: 01/01-03/31
  - Spring Quarter: 04/01-06/30
GSR Appointment Example

- **Appt/Dist 10/11**
  - TC 3284, 49% (0.4900) 04/01/18-06/15/18

- **Appt/Dist 20/21**
  - TC 3284, 100% (1.0000) 06/16/18-06/30/18

- **Appt/Dist 30/31**
  - TC 3266, 100% (1.0000) 07/01/18-09/23/18

- **Appt/Dist 40/41**
  - TC 3266, 49% (0.4900) 09/24/18-09/30/18

- **Appt/Dist 50/51**
  - TC 3284, 49% (0.4900) 10/01/18-12/31/18
GSR Without Salary

- Title Code 3266
- This title may be used during the summer and academic year for continuing graduate students who are engaged in research and studies toward their degrees, but they do not have a salaried appointment
- Use of this title is the responsibility of the student’s Home Department
- DOS Code is “WOS”
- A student on a leave of absence (LOA) may not be appointed as a GSR without salary
- The Home Department should establish an index with a “00000A” fund number for GSRs without salary
GSR Child Care
Reimbursement Program

- GSRs appointed at 25% time or more are eligible for reimbursement of qualifying child care expenses up to $1100/quarter
- Students submit receipts and GSR Child Care Reimbursement Form UBEN 254 to their academic Home Department, who processes the request
- Follow PPS entry guidelines in Chapter 21 of the PPS manual
- Academic Home Department will be reimbursed by it VC office via a transfer of funds
- It is critical that you notify Payroll of payment request
  - https://ask.ucsd.edu/
Title Code 3296 – Research Fellow (WOS)

The Research Fellow title is used for non-resident international students receiving fellowship stipend payments.

The Home Department must enter stipend payment information into the payroll system prior to the monthly payroll deadline in order for the Disbursements Division to issue a stipend check.

NOTE: US citizens, permanent residents, and resident alien stipend payments are administered by Graduate Division through the Student Aid Management System (SAM)
  - In general, an international student will become a resident alien for US tax purposes only in their sixth year in the US.

Effective July 2019 stipends will be issued through MyPayments; more information to follow from Graduate Division.
  - In preparation for UC Path implementation.
A Visiting Graduate Student (VGS) at UC San Diego is a pre-doctoral graduate student pursuing research related to their degree program

- The VGS must be enrolled in a degree-granting program or equivalent at an institution of higher education other than UC
- See policy and procedures:

All VGS appointed <=6 months must have financial support that meets the J-1 visa requirement of $2400/month

All VGS appointed >6 months must have financial support comparable to UC San Diego graduate students enrolled in similar disciplinary programs for the duration of their appointment
Visiting Graduate Students

- No payroll entry needed for without salary (WOS) appointments
- Federal funds may be used for salaried VGS effective 01/01/15
- The percentage entered will determine whether the VGS is eligible for leave accrual and/or benefits
  - Update the Leave Code and BELI code as appropriate
- For further PPS entry instructions, see Chapter 17
  - https://collab.ucsd.edu/pages/viewpage.action?pageId=52075372
  - Requests are submitted through the VGSAS online system
  - https://vgs.ucsd.edu/
- For non-salaried VGS, have the VGS sign new patent upon arrival, and mail completed original form to VG Coordinator, #0003
RETOACTIVITY
Retroactive Actions – Chapter 18

♦ Retroactive Change Definition:
  ▪ For Sub-0 and Sub-2, a retroactive change is defined as one in which you input an action after the “PPS Entry” date listed (refer to the Payroll Timekeeping and PPS Entry Schedule)

♦ The payroll system does not automatically generate paychecks for retroactive Sub-0 actions; you must follow specific procedures and wording in the “Comments” screen when completing actions

♦ Refer to the Graduate Division PPS manual for sample comments
GSR Quiz and Hands-on Activity
Teaching Assistants, Associates, Readers, and Tutors

STUDENT TITLES: ACADEMIC STUDENT EMPLOYEES
The following student titles are covered under the UAW/ASE contract:
- Teaching Assistants (TAs)
- Associates
- Readers
- Tutors

Information regarding the contract is available here:
- [http://grad.ucsd.edu/financial/employment/ases/academic-student-employees.html](http://grad.ucsd.edu/financial/employment/ases/academic-student-employees.html)

A new contract was implemented on August 23, 2018 and will remain in effect until June 30, 2022
A Teaching Assistant (TA) assists in the instruction of an upper or lower division course at the University under the supervision of a faculty member.

Appointment Begin/End Dates – Service Period vs. Pay Period

- TAs have a service period (dates worked) that is different than the pay period (dates in PPS).
- The service period is the first day of the quarter to the last day of the quarter (i.e. Fall quarter begins mid-September and ends mid-December).
- In PPS you will ALWAYS enter the following standard pay period begin and end dates:
  - Fall Quarter: 10/01-12-31
  - Winter Quarter: 01/01-03/31
  - Spring Quarter: 04/01-06/30

  - These standard pay period dates were established so that TAs receive 3 equal paychecks per quarter regardless of the actual quarter begin and end dates.
Teaching Assistants

- **Oath and Patent**
  - For a new hire TA, the Oath must be signed on or before the first day of the quarter (not the pay period)
  - Example: If Fall quarter begins on 09/24, the Oath must be signed by that date, not on 10/01, which is the pay period start date
  - **IMPORTANT:** If the Oath is not signed on time, a damage claim must be submitted; refer to PPM 395-2

- **Spring Quarter TA and Other Summer Appointments**
  - A graduate student appointed as a TA in Spring quarter may be appointed (depending on the Home Department’s summer support policy) up to 100% time as a GSR (or other title) beginning the day after the quarter ends (mid-June)
  - Although it may look like the student is appointed up to 150% time, the TA service period ends the last day of Spring quarter, so it is not a conflict
TA Daily Rate of Pay

- **IMPORTANT:** Due to the differences between pay period vs. service period, no changes can be made to a TA appointment in the middle of the quarter or the system will pay the TA incorrectly
  - Do not change the standard begin/end dates
  - Do not change the funding source in the middle of the quarter
  - Do not change the percent time in the middle of the quarter

- **TA Daily Rate of Pay**
  - If any of the above changes need to be made, then a TA daily rate of pay must be calculated (See Chapter 10, page 10-3 for formula)
  - Feel free to contact Graduate Division to assist you with the TA daily rate calculation, the PPS appointment changes, and the coordination of the issuance of manual checks by Payroll

- **IMPORTANT:** If a TA ends early and does not work 50% time for at least half of the quarter, he/she becomes ineligible for the TAFE/TAHI payments that were paid at the start of the quarter; inform the student and cancel the TAFE/TAHI payment in the online request tool
A TA, Associate, Reader, or Tutor appointed at 25% time or more the entire quarter (or 50% for half of the quarter) is eligible for TA Fee Remission (TAFE/TAHI) fee payments:

- TA Fee Remission (TAFE) pays Tuition and Student Services fees
- TA Health Insurance (TAHI) pays Health Insurance fee
- Does not cover Non-Resident Supplemental Tuition, GSA Fee, University Center Fee, Recreation Fee, or Student Transportation Fee

Sub 2 Appointments:

- Readers and Tutors are eligible for TAFE/TAHI at the beginning of each quarter based on the assumption that the student will work the minimum number of hours required (110) for fee remission
- Departments are responsible for auditing Reader/Tutor hours to ensure eligibility
- If the student does not work 110 hours by the end of the quarter, the fee payments will be rescinded, and the amount must be repaid by the student or their department.
TA Fee Remission

- The graduate student’s Home Department, not the funding department, is responsible for submitting TAFE/TAHI payment requests using the Graduate Division Online Financial Support Request Tool at https://gradforms.ucsd.edu/financial/

- New coordinators can contact the Graduate Division for a copy of the Online Financial Support Request Tool instructions and/or training
TA Loan and Fee Deferment Programs

- **TA Loan Program**
  - Provides students who did not have support during summer, with a pay advance for living expenses until their first paycheck on November 1st
  - Available Fall quarter only

- **TA Fee Deferment Program**
  - Allows students to pay the balance of their registration fees excluding Non-Resident Supplemental Tuition through payroll deductions
  - 2018-2019 balance of fees is $275.62

- **Eligibility**
  - TA or Associate-In (Sub-0, fixed salary)
  - Employed at a minimum of 25% for the entire quarter
There are two types of Associate-In appointments:

- **Associate-In (Teaching a Course)**
  - As Associate-In (teaching a course) may conduct the entire instruction of an upper- or lower-division course if they meet specific requirements and receive approval from the Dean of Graduate Division and the Educational Policy Committee (EPC) (for exceptions)
  - Graduate students will normally receive a 50% appointment for a regular academic course
  - See Chapter 11 for requirements and approval procedure

- **Associate (In Lieu of TA)**
  - An Associate (in lieu of TA) may serve as a “Senior TA” for a department/program’s TA training activities, as a TA consultant or Language Screener for the Teaching + Learning Commons, or under an Academic Instructional Improvement grant
  - Use of this title for any other program requires prior approval by the Dean of Graduate Division

- **Note:** Both types of Associate-Ins are set up on title code 1506 in PPS, but they are paid at different monthly rates
Submitting Associate-In (Teaching a Course) Requests

- Graduate Division creates a new Associate-In campaign each quarter and sends link to departments
- Departments submit applications via IA System on behalf of students
- Lower division courses – position details and questions 1-5 must be completed
- Upper division courses – questions 6-13 must also be completed
- These application questions replace 2 forms that are no longer required:
  - Academic Appointment Summary form
  - Request to appoint Associate-In for UD courses
- Applications for UD courses must be routed to the Graduate Division for review four weeks (counted in business days) prior to the start of the quarter in which a course is to be taught
- For Summer Session requests, students must be registered during the Spring quarter prior to, or the Fall quarter following the requested Summer Session
- Approval status may be tracked under Application Status on the Applicants page of IA System
- Remind students to download their Appointment Letter once final approval is received
Instructional Assistant Data Management System

https://academicaffairs.ucsd.edu/Modules/ASES/Default.aspx
A Reader assists a course instructor by grading homework, papers, or exams and may also hold office hours to answer students’ questions about such assignments.

Readers are always set up on Sub-2 and are subject to positive time reporting using the online Timekeeping system.

If a Reader already has an existing monthly appointment in PPS (e.g. TA, GSR), then the Reader appointment should be set up at the monthly rate so it will not conflict with the concurrent monthly appointment.

- Students cannot be paid monthly and hourly at the same time.
Tutors – Chapter 13

- A Tutor provide tutoring to individual (one-on-one) or small groups (3+) of undergraduate or graduate students who require additional help to understand a course or topical material
- Tutors are always set up on Sub-2 and subject to positive time reporting using the online Timekeeping system
- The Tutor title is approved for use in specific program
  - See Chapter 13 for a list of approved departments/programs
- Any other department or program using the Tutor title must have prior written approval by the Dean of Graduate Division
- Graduate student Tutors can be paid at either the Single Session rate or at the Group Session rate
Non-Student Readers and Tutors – Chapter 16

- Campus policy states that registered students in good standing should be offered all available positions as Teaching Assistants, Readers, or Tutors
- It is an exception to appoint a non-student to perform these services and requires pre-approval by the Dean of Graduate Division
- Prior to the appointment, departments should follow these procedures:
  - A department/program must make a thorough search to determine that there is no student available for the position
  - A request for an exception to hire the non-student must be submitted to the Dean of Graduate Division
- Refer to the Graduate Division PPS manual for Non-Student Tutor exception letter guidelines
Setting Up Non-Students in PPS

◆ Title Codes
  ▪ 2500, Non-Student Reader, Sub-2, BW
  ▪ 2510, Non-Student Tutor (serving as a course assistant), Sub-0, MO
  ▪ Exception: If the employee has a concurrent bi-weekly staff or faculty appointment that cannot be changed, then the Non-Student Tutor must be set up BW using the Group Tutor hourly rate

◆ Refer to “How to Determine Eligibility for Benefits” on Blink
  ▪ Most non-students are either code “4” (total percent of all appointments is 43.75% or more) or “5” (total percent of all appointments is less that 43.75%
  ▪ However, the hiring department should update the assigned BELI code to “1” in PPS for employees who read 1000 hours during a 12-month period
  ▪ For non-students with a BELI code of 1, 3, or 4, it is important to separate the employee when the appointment has ended (and will not be extended) to avoid additional monthly benefit charges being erroneously charged to the funding source
Benefits – Chapter 21

- ASEs are eligible for the following benefits:
  - Short-Term Family-Related Leave
  - Medical Leave and Family Leave
  - Long-Term Family-Related Leave
  - Bereavement Leave
  - Jury Duty
  - Military Leave
  - Child Care

- Vacation
  - Students appointed as TAs, Associates, Readers, and Tutors do not accrue formal vacation
  - There is no formal vacation accrual for students appointed as Graduate Student Researchers because their employment may not exceed 49.99% time during the academic year

- Workers’ Compensation
  - A student appointed on an academic title may be eligible for workers’ compensation benefits for qualified injuries or accident
  - Additional information may be obtained from the Workers’ Compensation Program
    - Ext. 4-0136 or 4-4785
ASE Child Care Reimbursement Program

- ASEs - TAs, Associates, Readers, and Tutors - appointed at 25% time or more are eligible for reimbursement of qualifying child care expenses up to $1100/quarter
- Students submit receipts and ASE Child Care Reimbursement Form UBEN 254 to hiring department, who processes the request
- Follow PPS entry guidelines in Chapter 21 of the Graduate Division PPS manual
- It is critical that you notify Payroll of the payment request
  - https://ask.ucsd.edu/
Defined Contribution Program (DCP) – Chapter 22

- **Academic Year (September-June)**
  - Under IRS guidelines, a student employee (non-career who is a US citizen, permanent resident or resident alien) **must be registered a minimum of half-time (6 units at UC San Diego) and be employed (less than 80%) for at least one day of the month to remain exempt from DCP/Medicare deductions**
  - During the academic year, a graduate student who has advanced to Ph.D. candidacy is not subject to the unit requirements

- **Summer Months (July-August)**
  - Most graduate students are subject to deductions during July and August. For these months, a graduate student must be registered in Summer Session for at least one day of the pay period, and be employed less than 80% time to remain exempt
  - The minimum unit requirement is 6 units, if registered in a 10-week summer session, and 3 units if registered in a 5-week summer session

- **A graduate student who does not meet the above criteria will 8.95% taxes withheld from the entire paycheck**
  - The 8.95% consists of 7.50% into the Defined Contribution Plan (DCP) and 1.45% for Medicare
Defined Contribution Program

❖ For current balances in the DCP program, contact Fidelity Investments
  ▪ 1-866-682-7787
  ▪ https://netbenefits.fidelity.com/

❖ For additional DCP information, contact the Graduate Division:
  ▪ http://grad.ucsd.edu/financial/employment/benefits/student-fica.html
  ▪ Graduate Employment Coordinator, ext. 4-6562
TA Quiz and Hands-on Activity
HELPFUL PPS SCREENS
Appointment Summary

- IAPS screen in PPS
- Quick view of all appointments

**Appointment Schedule**

- **ID:** PPIAPSO-I1716
- **Date:** 01/18/19 20:46:07
- **User ID:** SDG3RCLA
- **Employee ID:** 000254
- **Emplnt Status:** A
- **Pay:** MO
- **Gen No:** 0009

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**Next Function:**

- **ID:** _______ Name: _______________ SSN: _______

**Keyboard Shortcuts:**

- F: 1-Help, 2-Browse, 3-PrevMenu, 4-Print, 9-MainMenu, 12-Exit
**Simulated Check Stub**

- IDCS screen in PPS
- The IDCS screen will show the following details for the most recent pay period:
  - Current withholdings
  - Deductions
  - Gross/net pay
  - Check disposition
    - 3 for paper check
    - 8 for direct deposit
  - Mail code
Hours on Pay Status

- IHRS screen in PPS
- IHRS should hours entered for a given month
  - Helpful to check on Readers and Tutors who must work a minimum of 110 hours per quarter to maintain eligibility for their fee remission

![Screenshot of IHRS Pay Status](image-url)
Graduate Division Financial Support

[Link to UC San Diego Graduate Division Financial Support website]

http://grad.ucsd.edu/financial/index.html
Graduate Student Employment

http://grad.ucsd.edu/financial/employment/index.html
Academic Student Employees

http://grad.ucsd.edu/financial/employment/ases/index.html
Types of Academic Student Employment

Academic Student Employee Titles and Duties

Teaching Assistant

A teaching assistant (TA) assists in the instruction of an upper or lower division course at the University under the supervision of a faculty member. The TA primarily assists the faculty member in charge of the course by conducting discussion or laboratory sections that supplement faculty lectures and by grading assignments and examinations.

A TA may also assist with the development of assignments or exams, hold office hours and proctor examinations. In the case of basic language, reading and composition, some other skills-building courses, and a few other courses, a teaching assistant may lead the class meetings, but as with all other TAs, the general instructional content of the course, as well as the official assignment of student grades and decisions on grade appeals, are the responsibility of the faculty member in charge of the course. In no instance shall a teaching assistant be assigned responsibility for the entire instruction of a course. Learn more information for International graduate students employed as Teaching Assistants.

Associate (in lieu of TA) - Step 1

An Associate (in lieu of TA) may serve as a “senior TA” for a department/programs’ TA training activities, as a TA consultant or Language Screener for the English Language Program for International Instructors, or under an Academic Instructional Improvement grant. Use of this title for any other program requires prior approval by the Dean of the Graduate Division. Appointment to this title requires evidence of extraordinary merit in teaching and scholarship and prior relevant teaching experience.

http://grad.ucsd.edu/financial/employment/ases/ase-employment-types.html
Graduate Student Fellowships and Traineeships

http://grad.ucsd.edu/financial/fellowships/index.html
Graduate Division Online Financial Support Request Tool

https://gradforms.ucsd.edu/financial/gsrtf.php
Graduate Division Confluence for Campus Partners

https://collab.ucsd.edu/display/GDCP/Graduate+Division+Confluence+for+Campus+Partners
Employee Link

https://act.ucsd.edu/employeelink/index.htm
Payroll Calendars

http://blink.ucsd.edu/finance/payroll/calendars.html
Payroll Forms

http://blink.ucsd.edu/sponsor/BFS/divisions/payroll/forms.html#process
Check Request Form

- This form should be used to request a paycheck when a student employee does not receive a pay check on their regularly scheduled pay day.
- A paper check will be issued within 1-2 business days.
- All checks must be picked up from the Payroll office.
- Download the form here:
  - [http://www-bfs.ucsd.edu/pay/forms/pdf/checkreq.pdf](http://www-bfs.ucsd.edu/pay/forms/pdf/checkreq.pdf)
  - Instructions at the bottom of the form.
Thanks for attending!

Please make sure you signed in to get credit for completing this training.