Goal
Provide graduate employment and funding coordinators with an overview of graduate employment policy in order to coordinate the appointment of graduate students in their roles correctly and in accordance with policy.

Learning Objectives
1. Familiarization with Graduate Student Employment Policy & Procedures (GSEPP)
2. Hiring departments and Academic Home Departments understand their roles and responsibilities
3. Share resources for your reference

Agenda
- Resources
- Eligibility and Hiring
- Student Titles
  - Academic Student Employees
  - Graduate Student Researchers
- Non-Students and Special Cases
- Benefits
- Appendices to the GSEPP
- UCPath for Graduate Student Employment
- Enhancements and Projects
Resources
Graduate Division Website

- Tuition & Fees
- Fellowships
- Employment
  - Employment Opportunities
  - Student Academic Title Pay Rates
  - Graduate Student Support Eligibility
  - Salary & Fee Remission
  - Benefits
  - Academic Student Employees
  - Non-Discrimination in Employment
- Sponsored Third Party Billing
Graduate Division Collab Site for Campus Partners
Graduate Financial Support
Graduate Financial Support Calendar
Graduate Financial Support FAQs
Graduate Student Funding Policy
Graduate Student Employment
UCPath for Graduate Student Employment
## Graduate Division, Financial Support

### Graduate Student Employment Team Division of Duties

<table>
<thead>
<tr>
<th></th>
<th>Laura</th>
<th>Dimple</th>
<th>Courtney</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate-In Files</td>
<td>Departments A - Muir</td>
<td>Departments Music - Z</td>
<td>Escalated Issues</td>
</tr>
<tr>
<td>Exception Requests</td>
<td>Over-50%</td>
<td>Non-Students</td>
<td>Other</td>
</tr>
<tr>
<td>EASy Requests</td>
<td>Student Last Names A - L</td>
<td>Student Last Names M - Z</td>
<td>Escalated Issues</td>
</tr>
<tr>
<td>Fee Remission Requests</td>
<td>Departments A - MATS</td>
<td>Departments Music - Z</td>
<td>Escalated Issues</td>
</tr>
<tr>
<td>Department Support (in general)</td>
<td>Departments A - MATS</td>
<td>Departments Music - Z</td>
<td>Escalated Issues</td>
</tr>
<tr>
<td>UCPath Mass PayPath Actions and Mass Hires</td>
<td>Departments A - L</td>
<td>Departments M - Z</td>
<td>Escalated Issues</td>
</tr>
</tbody>
</table>
Eligibility and Hiring
Delegation of Authority

Graduate Division is the final approval authority for a graduate student employed in a graduate academic title or a 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 must pre-approve the employment of a graduate student on a casual-restricted title.
- The employment of graduate student as UC San Diego career employees is as follows:
  - Graduate students should not be hired into career staff titles. Current career staff employees who become graduate students, the appropriate authority is Central Human Resources.
- Graduate Division has the authority to terminate any action not in compliance with stated graduate student policy and procedures.
# Delegation of Authority

<table>
<thead>
<tr>
<th>Graduate Academic Titles</th>
<th>Casual Restricted Titles</th>
<th>Career Staff Titles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Student Employees (ASEs)</td>
<td>Graduate Division</td>
<td>Student Employment Office</td>
</tr>
<tr>
<td>Graduate Student Researchers (GSRs)</td>
<td>Graduate Division</td>
<td>Central HR</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Governing Office</th>
<th>Type of Work</th>
<th>Employment Policy Governance</th>
<th>Job Titles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Division</td>
<td>Instructional</td>
<td>UAW Union Agreement</td>
<td>Associate, Reader, Teaching Assistant, Tutor</td>
</tr>
<tr>
<td>Graduate Division</td>
<td>Research</td>
<td>UC Academic Personnel Manual (APM)</td>
<td>Graduate Student Researcher</td>
</tr>
<tr>
<td>Student Employment Office</td>
<td>Various</td>
<td>UC Personnel Policies for Staff Members (UCPPSM)</td>
<td>Student 2/3/4</td>
</tr>
<tr>
<td>Central HR</td>
<td>Various</td>
<td>UC Personnel Policies for Staff Members (UCPPSM)</td>
<td>Various</td>
</tr>
</tbody>
</table>
Eligibility

Full-Time Enrollment

Graduate students must be registered full-time (a minimum of 12 units) to be employed above 25% time during the academic year. Students registered and in less than 12 units are eligible for 25% time appointments upon department approval.

Good Academic Standing

- Meet Academic Home Department standards including a satisfactory spring evaluation
- Maintain a GPA of 3.0 in upper-division and graduate course work
- Must not have accumulated more than a total of eight units of F and/or U grades
Eligibility

Language Skills

International graduate students who are non-native speakers of English must be certified as having requisite language skills before they can serve as Teaching Assistants.

Contact the English Language Program for International Instructors (ELP-ii).
Eligibility

Support Time Limits

Students must be within the time limits for graduate student financial support (employment, fellowship, etc.). **Graduate students should not be extended in UCPath beyond the quarter break following their PCTL or SUTL expiration.**

- **Pre-Candidacy Time Limit:** A student must advance to candidacy prior to the expiration of the pre-candidacy time limit.
- **Support Time Limit:** The support time limit identifies the quarter through which a graduate student may receive any payment from university funds (on-campus employment, fellowship, etc.).
- **18 Quarter Limit:** A student may not be employed as a TA and/or Associate for more than 18 quarters. Summer TA and/or Associate employments do not count towards the 18 quarter limit.
Percentage of Effort

UC graduate student employment policy states that a full-time graduate student may be employed a maximum of 50% time* (20 hours per week) during the academic year and up to 100% time (40 hours per week) during the summer months.

The summer is defined as the day after the Spring quarter ends and the day before the Fall quarter begins.

*GSRs should only be appointed at 49.99%, not 50.00%
More Eligibility Topics

- Academic Home Department Support Policy
- Academic Year Appointments
- Academic Warning and Dismissal Letters
- Enrollment and Registration
- Fiscal Year Appointments
- Incoming International Students
- Leaves of Absence

- New Admits
- Percent Time
- Readmit
- Short Work Breaks
- Spring Evaluations
- Students in Staff Titles
- Summer and Quarter Break Employment
Pre-Approval Process

The Academic Home Department is responsible for pre-approving all graduate financial support, including academic employment, and must be consulted before a student begins working.
Exceptions to Policy

Academic Year Appointments Over 50% Time

● U.S. Citizens and Permanent Residents
  ○ In general, a request for exception up to a maximum of 75% time will be considered
  ○ GSRs may not be appointed over 49.99% during the academic months; **no exceptions can be made to this policy**

● International Students
  ○ F-1 and J-1 status are restricted to on-campus employment at a maximum of 50% time; no exceptions can be made to this policy
  ○ Contact the [Global Education Division](#) with questions
Exceptions to Policy

Academic Student Employee Exceptions

● Associate (teaching a course) or Teaching Assistant Appointments Less Than the Entire Quarter and Change in Percent Time
  ○ Does not require Graduate Division approval; but does require special handling and specific actions in UCPath; may result in loss of fee remission

● Non-Student Tutors and Readers
  ○ Programs may only hire non-students to serve in the role of Tutor or Reader with written approval by Graduate Division

● Use of Tutor Title Code
  ○ Programs may only use this title with written approval by Graduate Division
Exceptions to Policy

Fall 2021 Remote Work Exceptions

The following academic appointees are permitted to temporarily telework from overseas if they are, by exception, approved to do so by a central campus office and the appointee’s supervisor/department head, and in accordance with their campus approval protocols and procedures.

1. Academic appointees (including student employees) who have a visa but are subject to a travel restriction and cannot enter the U.S;
2. Newly appointed academic appointees (including student employees) who have been unable to obtain their visa to enter the U.S; and
3. Current academic appointees (including student employees) who have been unable to renew their visa to enter the U.S.
Exceptions to Policy

Exception Request Guidelines

● Timeline
  ○ Review the Financial Support Calendar for review period and due dates
  ○ Submit the Employment Exception Request form prior to the start of the quarter

● Acceptable requests
  ○ The request should indicate all current and proposed title codes and percentages the student will hold during the quarter
  ○ A change in title code, percentage of effort, class or course, or dates will require a new approval

● Request Details
  ○ Complete the Employment Exception Request PDF
  ○ Submit via Financial Support Exceptions Request Google Form
Student Titles:
Academic Student Employees
UAW/ASE Contract

- Academic Student Employees (ASEs) are covered under the UAW/ASE contract:
  - Teaching Assistants (TAs)
  - Associates
  - Readers
  - Tutors

- Information regarding the contract is available at the following link:
  - [https://grad.ucsd.edu/financial/employment/ases/academic-student-employees.html](https://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
# Academic Student Employee (ASE) Job Codes

<table>
<thead>
<tr>
<th>Position</th>
<th>Job Code</th>
<th>Description/Duties</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Teaching Assistant (TA)</strong></td>
<td>002310</td>
<td>A Teaching Assistant 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 assignment and examinations. A TA may also assist with the development of assignments or exams, hold office hours, and proctor exams. 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. <strong>In no instance shall a Teaching Assistant be assigned responsibility for the entire instruction of a course.</strong></td>
</tr>
<tr>
<td><strong>Associate-in-lieu of TA</strong></td>
<td>001506, Step 1</td>
<td>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.</td>
</tr>
<tr>
<td><strong>Associate-in-(Dept)</strong></td>
<td>001506, Step 9</td>
<td>An Associate (teaching a course) may conduct the entire instruction of a lower division course or upper division course with approval granted by the Dean of the Graduate Division. Graduate students are not eligible to teach graduate level courses.</td>
</tr>
<tr>
<td><strong>Reader</strong></td>
<td>002850</td>
<td>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.</td>
</tr>
<tr>
<td><strong>Tutor</strong></td>
<td>002860</td>
<td>A Tutor provides tutoring to individual (one-on-one) or small groups (three or more) of undergraduate or graduate students who require additional help to understand a course or topical material. In some instances, tutoring may focus on improved use of the English language.</td>
</tr>
</tbody>
</table>
### AY 2021-2022 Student Academic Title Rates

**Proposed 10/01/21 (monthly employees)**

<table>
<thead>
<tr>
<th>TITLE</th>
<th>ORC CODE</th>
<th>UC PATH</th>
<th>HOURLY</th>
<th>MONTHLY</th>
<th>ANNUAL</th>
<th>Salaried Plan</th>
<th>Grade</th>
<th>Pay Field</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Teaching Assistant</strong>&lt;sup&gt;1&lt;/sup&gt;</td>
<td>001310</td>
<td>Step 1</td>
<td>5,165.89</td>
<td>40,409</td>
<td>T61A</td>
<td>I</td>
<td>UC_SM</td>
<td></td>
</tr>
<tr>
<td><strong>Associate (in lieu of TA)</strong>&lt;sup&gt;2&lt;/sup&gt;</td>
<td>001306</td>
<td>Step 1</td>
<td>5,412.33</td>
<td>48,711</td>
<td>T61B</td>
<td>I</td>
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<tr>
<td><strong>Associate-In-Dept (Teaching a Course)</strong>&lt;sup&gt;2&lt;/sup&gt;</td>
<td>001306</td>
<td>Step 9</td>
<td>6,415.89</td>
<td>57,748</td>
<td>T61A</td>
<td>I</td>
<td>UC_SM</td>
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</table>

**Graduate Student Researcher**

<table>
<thead>
<tr>
<th>ORC CODE</th>
<th>UC PATH</th>
<th>HOURLY</th>
<th>MONTHLY</th>
<th>ANNUAL</th>
<th>Salaried Plan</th>
<th>Grade</th>
<th>Pay Field</th>
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<tr>
<td>001365</td>
<td>Step 1</td>
<td>3,668</td>
<td>44,011</td>
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<td>I</td>
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<tr>
<td>001366</td>
<td>Step 2</td>
<td>3,952</td>
<td>47,439</td>
<td>T622</td>
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<td>UC_FY</td>
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<tr>
<td>001367</td>
<td>Step 3</td>
<td>4,384</td>
<td>52,604</td>
<td>T622</td>
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<td>UC_FY</td>
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<td>001368</td>
<td>Step 4</td>
<td>4,731</td>
<td>56,818</td>
<td>T622</td>
<td>I</td>
<td>UC_FY</td>
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<tr>
<td>001369</td>
<td>Step 5</td>
<td>5,050</td>
<td>60,999</td>
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<td>UC_FY</td>
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<tr>
<td>001370</td>
<td>Step 6</td>
<td>5,384</td>
<td>64,142</td>
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<td>I</td>
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<tr>
<td>001371</td>
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<td>68,492</td>
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<td>001372</td>
<td>Step 8</td>
<td>6,162</td>
<td>73,942</td>
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<td>001373</td>
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<td>6,615</td>
<td>79,874</td>
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<td>001374</td>
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<td>7,187</td>
<td>86,189</td>
<td>T622</td>
<td>I</td>
<td>UC_FY</td>
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</tbody>
</table>

**GSF Tuition and Fee Remission Rate 10/01/21-06/06/22**

- **CSL**
  - GSRF = T6ED
  - Same GSR salary as above
- **MMX/ENG/NEING**
  - GSRF = T6ED
  - Same GSR salary as above
- **SE**
  - GSRF = T6ED
  - Same GSR salary as above
- **GENERAL/ENG**
  - GSRF = T6ED
  - Same GSR salary as above
- **ECS**
  - GSRF = T6ED
  - Same GSR salary as above
- **PHYS**
  - GSRF = T6ED
  - Same GSR salary as above
- **SIO**
  - GSRF = T6ED
  - Same GSR salary as above

**Reader**

<table>
<thead>
<tr>
<th>ORC CODE</th>
<th>UC PATH</th>
<th>HOURLY</th>
<th>MONTHLY</th>
<th>ANNUAL</th>
<th>Salaried Plan</th>
<th>Grade</th>
<th>Pay Field</th>
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<tbody>
<tr>
<td>001260</td>
<td>Step 1</td>
<td>17.78</td>
<td>213.42</td>
<td>T8BH</td>
<td>I</td>
<td>H or UC_SM</td>
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<tr>
<td>001261</td>
<td>Step 1</td>
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<td>20,665</td>
<td>T8BH</td>
<td>I</td>
<td>H or UC_SM</td>
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</table>

**Tutor**

<table>
<thead>
<tr>
<th>ORC CODE</th>
<th>UC PATH</th>
<th>HOURLY</th>
<th>MONTHLY</th>
<th>ANNUAL</th>
<th>Salaried Plan</th>
<th>Grade</th>
<th>Pay Field</th>
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<tbody>
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<td>T200</td>
<td>G</td>
<td>H or UC_SM</td>
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<td>001261</td>
<td>Step 2</td>
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<td>T200</td>
<td>G</td>
<td>H or UC_SM</td>
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<tr>
<td>001262</td>
<td>Step 1</td>
<td>16.90</td>
<td>20,665</td>
<td>T200</td>
<td>G</td>
<td>H or UC_SM</td>
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<tr>
<td>001263</td>
<td>Step 2</td>
<td>20.23</td>
<td>31,680</td>
<td>T200</td>
<td>G</td>
<td>H or UC_SM</td>
<td></td>
</tr>
</tbody>
</table>

**Postdoctoral Tutors**

- **Single Session**
  - n/a
  - 27.01
  - 42,206
  - BYA
  - n/a
  - H or UC_SM

- **Group Session**
  - n/a
  - 22.38
  - 52,707
  - BYA
  - n/a
  - H or UC_SM

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

- **001260**
  - Use Graduate Student Reader rate if holds baccalaureate degree
- **001261**
  - Use Graduate Student Tutor rate if holds baccalaureate degree

---

*1 Effective CSL/UC Academic Staff Employees (CSLE) are covered by the collective bargaining agreement between the University and the United Auto Workers (UAW).

*2 For full-time, non-tenure track faculty, whose primary appointment is a position.
Service Period v Pay Period

Service Period
- Dates worked during the quarter
- First day of the quarter to the last day of the quarter
- Service period dates should be used in UCpath for the following titles:
  - Readers
  - Tutors

Pay Period
- Begin/effective and end dates in UCPath
  - Fall: 10/1 - 12/31
  - Winter: 1/1 - 3/31
  - Spring: 4/1 - 6/30
- Use these dates in UCPath for the following titles:
  - Teaching Assistants
  - Associate-in-lieu of TA
  - Associate-in-(Dept)
- If student does not work full service period, you will need to calculate and process a Daily Rate of Pay

GSEPP Appendix: Calculating a Daily Rate of Pay
Daily Rate of Pay

- Due to the differences between service period v pay period, no changes should 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 percent time in the middle of the quarter

- Daily Rate of Pay (TAs and Associates)
  - If any of the above changes need to be made, then a Daily Rate of Pay must be calculated and process in UCPath
    - Processed as Contract Pay in UCPath

- **Fee Remission implications:** If a TA ends early and does not work 50% time for at least half the quarter, the student becomes ineligible for the ASE Fee Remission payments that were made at the start of the quarter. You will need to inform the student and cancel the fee remission request in the Financial Support Request Tool (FSRT)
ASEs + Fee Remission Eligibility

- A TA, Associate, Reader, or Tutor appointed at 25% time or more for the duration of the quarter (or 50% for half the quarter) is eligible for ASE Partial Fee Remission.
- Hourly employees - Readers and Tutors
  - Eligible for ASE Partial Fee Remission 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 a student does not work 110 hours by the end of the quarter, the fee payment will be rescinded, and the amount must be repaid by the student or their department.
- Academic Home Department, not the funding department, is responsible for submitting fee remission requests using the FSRT.
- Students covered by the Graduate Funding Reform will receive payment of their Campus Fees and NRST*, in addition to ASE Partial Fee Remission.

FAQ: FSRT Entries & Proportional Split
Non-Resident Supplemental Tuition (NRST) and Balance of Fees

Students Covered by Graduate Funding Reform

- International students and domestic students in their first year of enrollment are eligible to receive the NRST portion of their assessed fees.
- All students covered by the GFR are eligible to receive the balance of fees portion of their assessed fees.

Students NOT Covered by Graduate Funding Reform

- Students appointed to the GSR Job Code for at least 25% for a given quarter, who are international students or domestic students in their first year of enrollment, are eligible for NRST.
- ASEs who are not covered by the GFR are not eligible for NRST or the balance of fees as part of the fee remission; departments can opt to pay this for their students.
# Summary of Common Student Fee Remissions & Waivers

## UC System Fees

<table>
<thead>
<tr>
<th>Fee Category</th>
<th>Covered GSR Fee Remission</th>
<th>Remaining Balance</th>
<th>Covered ASE Fee Remission</th>
<th>Remaining Balance</th>
<th>Uncovered GSR Fee Remission</th>
<th>Remaining Balance</th>
<th>Uncovered ASE Fee Remission</th>
<th>Remaining Balance</th>
<th>Total in Absentia</th>
<th>Remaining Balance</th>
<th>Total Remaining Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Services Fee</td>
<td>376.00</td>
<td>0.00</td>
<td>376.00</td>
<td>0.00</td>
<td>376.00</td>
<td>0.00</td>
<td>320.00</td>
<td>56.00</td>
<td>376.00</td>
<td>0.00</td>
<td>376.00</td>
</tr>
<tr>
<td>Tuition</td>
<td>3,814.00</td>
<td>0.00</td>
<td>3,814.00</td>
<td>0.00</td>
<td>3,814.00</td>
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<td>3,242.00</td>
<td>572.00</td>
<td>3,814.00</td>
<td>0.00</td>
<td>3,814.00</td>
</tr>
</tbody>
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## UC San Diego Fees

<table>
<thead>
<tr>
<th>Fee Category</th>
<th>Covered GSR Fee Remission</th>
<th>Remaining Balance</th>
<th>Covered ASE Fee Remission</th>
<th>Remaining Balance</th>
<th>Uncovered GSR Fee Remission</th>
<th>Remaining Balance</th>
<th>Uncovered ASE Fee Remission</th>
<th>Remaining Balance</th>
<th>Total in Absentia</th>
<th>Remaining Balance</th>
<th>Total Remaining Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Canyonview Recreation Facility Fee</td>
<td>22.00</td>
<td>0.00</td>
<td>22.00</td>
<td>0.00</td>
<td>22.00</td>
<td>0.00</td>
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<td>22.00</td>
<td>0.00</td>
<td>22.00</td>
</tr>
<tr>
<td>CAPS/Student Mental Health Fee</td>
<td>28.21</td>
<td>0.00</td>
<td>28.21</td>
<td>0.00</td>
<td>28.21</td>
<td>0.00</td>
<td>28.21</td>
<td>0.00</td>
<td>28.21</td>
<td>0.00</td>
<td>28.21</td>
</tr>
<tr>
<td>Grad Student Association Fee</td>
<td>12.00</td>
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## UC San Diego Nonresident Fees

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<tr>
<td><strong>Total for California Nonresidents</strong></td>
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<td><strong>1,307.00</strong></td>
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</table>

*NRST is covered for international students and domestic students in their first year of enrollment.*
TA Fee Deferment and Loan Programs

- **Eligibility:**
  - TA or Associate-In (monthly, fixed salary)
  - Employed at a minimum of 25% for the entire quarter

- **TA Fee Deferment**
  - Allows students to pay the balance of their registration fees, excluding Non-Resident Supplemental Tuition (NRST), through payroll deductions
  - Available for Fall, Winter, and Spring quarters

- **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 in Fall quarter only

- **Application Process:**
  - Download applicable form from [TA Fee Deferment and TA Loan Programs](#)
  - Student completes form and has employing department coordinator certify
  - Student or coordinator submit form and appointment letter via [Student Services & Support Portal](#)

- **Grad Funding Reform:** students who may want to take advantage could change based on the final guidance. Keep an eye out for grad funding reform updates!
Checklist: TA, Associate-in-lieu, Reader, Tutor

- Confirm employment eligibility for applicable quarter
  - Obtain Pre-Approval from Academic Home Department, if applicable
  - Submit exception request to Graduate Division, if applicable
- Submit nomination file via department-managed campaign in IA System for applicable quarter
- Complete onboarding paperwork, if applicable
  - Do not complete this paperwork until file is approved in IA system by Graduate Division/EPC and student has officially accepted offer for the 2nd time
- Process hire in UCPath
  - New Hire
  - Rehire
  - Contingent Hire
  - PayPath updates to current appointment
  - **Reminder:** students cannot be paid on a monthly and biweekly basis at the same time; pay attention to FLSA status, frequency, and paygroup
- Submit fee remission request in FSRT by the Fee Payment Entry Deadline for Fees to be Paid by the Registration Fee Payment Deadline
- Audit internal spreadsheet/IA system v UCPath v FSRT
  - This step is to ensure that those who have offers in the IA system are correctly entered into UCPath and the FSRT
  - Readers & Tutors: audit to ensure these students work at least 110 hours for the quarter
- Ensure your students are registered in enough units to remain eligible for employment
Checklist: Associate-in-(dept)

- Confirm employment eligibility for applicable quarter
  - Obtain Pre-Approval from Academic Home Department, if applicable
  - Submit exception request to Graduate Division, if applicable
- Submit nomination file via Graduate Division-managed Associate (teaching a course) campaign in IA System for applicable quarter
- Complete onboarding paperwork, if applicable
  - Do not complete this paperwork until file is approved in IA system by Graduate Division/EPC and student has officially accepted offer for the 2nd time once final approval is received
- Process hire in UCPath
  - New Hire
  - Contingent Hire
  - Rehire
  - PayPath updates to current appointment
- Submit fee remission request in FSRT by the Fee Payment Entry Deadline for Fees to be Paid by the Registration Fee Payment Deadline
- Audit internal spreadsheet/IA system v UCPath v FSRT
  - This step is to ensure that those who have offers in the IA system are correctly entered into UCPath and the FSRT
- Ensure your students are registered in enough units to remain eligible for employment

GSEPP Chapter 4: Guide for Associates / Employment Presentations: Associate-Ins
Submitting Associate-in-(dept) Request in the IA System

- Graduate Division creates and manages a new Associate-In (teaching a course) campaign each quarter, including Summer, and sends links to departments.
- Departments submit applications via IA system on behalf of students.
- Questions to complete:
  - Lower Division courses: position details and Associate-In General Questions (plus: proposed supervising faculty/mentor if first time as AI)
  - Upper Division courses: All questions; position details, Associate-In General Questions, and Associate-In Upper-Division Questions.
- Deadlines:
  - UD for timely processing: due to GD queue 6 weeks prior to start of instruction.
  - LD for timely processing: due to GD queue 5 weeks prior to start of instruction.
  - UD Academic Senate Deadline: due to GD queue 4 weeks prior to start of instruction; UD files considered late by Academic Senate after this date - an LOE is required with late submission and file will be routed to EPC for final review and approval.
- For Summer Session requests, students must be registered during the Spring quarter prior to or Fall quarter following the requested Summer Session.
- Approval status of AI application 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 and accept offer.
IA System: Instructional Assistant Data Management System
Student Titles:
Graduate Student Researchers
Graduate Student Researchers

Two types of GSR appointments:

- **GSR with No Remission (Job code: 003266)**
  - Appointment is 24.99% or less for the quarter. Student is not eligible for GSR tuition-and-fee remission (GSRTF)
  - Also used during the Summer, when GSRTF is not available

- **GSR with Fee Remission (Job code: 003262, 003263, 003264, 003284, 003285, 003286, or 003287)**
  - Used during the academic year when a graduate student is eligible for GSR tuition-and-fee remission (GSRTF)
  - Must be appointed for a minimum 25% for the full quarter to qualify for GSRTF in which tuition and fees are paid, or the dollar equivalent (e.g., 50% for half the quarter). Note: the dollar equivalent is calculated using quarter dates.
  - Any student who is employed in a graduate academic title (GSR, Associate, TA, Reader, Tutor), or combination of graduate academic titles, totaling 25% or more for a quarter, is eligible for a fee remission; and should be appointed to a GSRTF Job Code.
Graduate Student Researchers (GSRs)

A Graduate Student Researcher is a registered graduate student who performs research under the direction of a faculty member.

- GSRs who are registered as a full-time student (minimum of 12 units) may be appointed up to 49.99% during the academic months
  - GSRs may never be appointed above 49.99% during the academic months; no exceptions can be made to this policy.
- During the Summer GSRs may be appointment up to 100%, from the day after Spring quarter ends, to the day before Fall quarter begins, with Academic Home Department approval

GSEPP Chapter 8: Guide for Graduate Student Researchers
# Student Academic Title Rates

## Appendix: Graduate Student Researcher Step Levels by Department

The following is a list of Academic Home Departments with approved GSR step level(s):

<table>
<thead>
<tr>
<th>Department</th>
<th>Step Level</th>
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<tbody>
<tr>
<td>Anthropology</td>
<td>GSR 1 &amp; 4 (step 4 effective 10/1/08)</td>
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<tr>
<td>Bioengineering</td>
<td>GSR 9 (effective 9/13, previously Step 8)</td>
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<td>Bioinformatics</td>
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**AY 2021-2022 STUDENT ACADEMIC TITLE RATES**

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<th>SALARY PLAN</th>
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<th>PAY FREQ</th>
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**Graduate Student Researcher**

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GSR Tuition and Fee Remission Rate 10/21/21 06/20/22
# Summary of Common Student Fee Remissions & Waivers

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<td><strong>Total for California Residents</strong></td>
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<td>9,555.17</td>
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</tbody>
</table>

*NRST is covered for international students and domestic students in their first year of enrollment
Checklist

GSR

- Confirm Eligibility (student is enrolled during employed quarter)
- Obtain Pre-Approval (check with home dept and/or submit exception request if applicable)
- Onboarding
- UCPath/Payroll
- Request GSRTF Remission, if applicable, through the Financial Support Request tool
Non-Students and Special Cases
Non-Students

Non-students Readers/Tutors are not registered as students at UC San Diego; they may serve in the role of Reader, Teaching Assistant, or Tutor. They are covered by the UAW Union.

- **Non-Student Reader, Job Code 002500**
  - Use Graduate Student Reader rate if the person holds a baccalaureate degree
- **Non-Student Tutor (serving in the role of Teaching Assistant), Job Code 002510**
  - Use Teaching Assistant rate if the person holds a baccalaureate degree
- **Non-Student Tutor (serving in the role of Tutor), Job Code 002510**
  - Use the Graduate Student Tutor rate if the person holds a baccalaureate degree
- **Postdoctoral Tutors, Job Code 2510**
  - For UC San Diego employees whose primary appointment is a Postdoc

**Hiring non-students who are not U.S. Citizens or permanent residents:** determine that they have a valid work permit before submitting a Non-student employment exception request. For assistance with international non-student work permit questions, contact [Global Education](#).

GSEPP Chapter 9: Guide for Non-Students
Non-Students

Appointment Process

● Pre-Approval Process
  ○ Review the Graduate Funding Policy
  ○ Make a thorough search to determine that there are no current graduate students available for the position

● Exception Request Guidelines
  ○ Complete the Non-Student Tutor/Reader Exception Request
  ○ Complete the Non-Student Biography Form (as necessary; biography forms are valid for 3 years)
  ○ Submit the documents via Financial Support Exceptions Request Google Form

● Complete the payroll actions
## Non-Student Pay

### Reader*

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<th>Role</th>
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<th>Base Pay</th>
<th>Steps</th>
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<th>H or UC_9M</th>
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</thead>
<tbody>
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### Tutor*

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</table>

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

- **Reader (non-student)**
  
  - Code: 002500
  
  Use Graduate Student Reader rate if holds baccalaureate

- **Tutor (serving in the role of TA or Tutor)**
  
  - Code: 002510
  
  Use Graduate Student Teaching Assistant or Tutor rate if holds baccalaureate

---

¹ For UC San Diego employees whose primary appointment is a postdoc.

* Effective 06/01/00, Academic Student Employees (ASEs) are covered by the collective bargaining agreement between the University and the United Auto Workers (UAW).
Visiting Graduate Students

A Visiting Graduate Student (VGS) is a non-UC, pre-doctoral graduate student (PhD, MA, MS, MBA, or MD) pursuing research at UC San Diego related to their degree program at their home institution. Appointment to this title requires prior approval by the Dean of Graduate Division. Salaried VGS are covered by the UAW Union; non-salaried VGS are covered by APM policy.

Salaried VGS need to be entered into UCPath:

- Jr. Specialist, Job Code 003329
  - Non-exempt, eligible for overtime
  - Appointment percentage is based on approved comparable department support level divided by Jr. Specialist Step 1 rate
- Jr. Specialist, Job Code 003330
  - Exempt, not eligible for overtime
  - Appointment percentage is based on approved comparable department support level divided by Jr. Specialist Step 1 rate

New Effective August 2021: Non-salaried VGS will now need to be entered into UCPath. For data entry guidelines visit UCPath for Graduate Student Employment Collab.
Medical Student Appointments

Occasionally, medical students and PharmD students are appointed on graduate student academic titles (except that they may not be appointed as Graduate Student Researchers) or hired as staff-titled student employees. In addition to Graduate Division policy, departments must follow any pre-approval procedures as established by the School of Medicine, Dean of Academic Affairs and the School of Medicine, Financial Aid Office.
Intercampus Employment

In general, a registered graduate student in good standing at any of the UC campuses is eligible for employment on a student academic title or casual-restricted position at another UC campus.

Intercampus employment is different from the University of California Intercampus Exchange Program and Visiting Graduate Student Program.

Students from Other UC Campuses

- When employing a student from another UC campus, the UC San Diego hiring department/fund source must contact the student’s UC Campus Home Department and UC Campus Graduate Division to obtain approval and verify employment eligibility.

UC San Diego Students Working at Other UC Campuses

- When another UC campus is employing a UC San Diego graduate student, the student’s UC San Diego Academic Home Department must verify eligibility and grant pre-approval of the employment. Students who work in graduate academic titles at 25% or more will be eligible for a fee remission. Contact Graduate Division to coordinate the fee payment process between Campuses.
Benefits
Benefit Topics

- Affordable Care Act (ACA)
- ASE Leaves
- Childbirth Accommodation
- Childcare Reimbursement
- Defined Contribution Plan (DCP)
- DepCare FSA
- Student Employee Benefit Charges
Appendices to the GSEPP
Appendices

- 100% Employment During the Summer
- ASE Partial Fee Remission
- Calculating a Daily Rate of Pay
- Employment Exception Request Form Instructions
- Formulas for GSRTF Assessment
- Graduate Student Researcher Step Levels by Department
- Non-Student Tutor/Reader Exception Request Form Instructions
- Required Documents for New Hires
- TA Fee Deferment and TA Loan Programs
Fee Remission in the New World
Fee Remission and Fee Payment Requests

Any student who is employed in a graduate academic title*, or combination of graduate academic titles*, totaling 25% or more for a quarter, is eligible for a fee remission.

GSR appointments: If your student will have combined FTEs of 25% or more, use a GSRTF Job Code.

*Grad academic title: GSR, Associate, TA, Reader, Tutor

Links and Resources

- Decision tree
- Mandated fee chart
- Financial Support Request Tool (FSRT)
- FAQ: FSRT Entries & Proportional Split
- Graduate Funding Reform & Policy
# Summary of Common Student Fee Remissions & Waivers

<table>
<thead>
<tr>
<th>UC System Fees</th>
<th>Covered</th>
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<td></td>
<td>GSR or ASE Fee Remission</td>
<td>Remaining Balance</td>
<td>GSR Fee Remission</td>
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<td>ASE Fee Remission</td>
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<td>CAPS/Student Mental Health Fee</td>
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*NRST is covered for international students and domestic students in their first year of enrollment
Which fees are mandated to be paid by the Graduate Funding Reform (GFR)?

<table>
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<tr>
<th>Students Covered under GFR</th>
<th>Minimum Guarantee</th>
<th>Students NOT Covered under GFR</th>
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<tr>
<td>PhD or MIB</td>
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<tr>
<td>Admitted prior to FA09, AND within 4-year S Brett Program funding period</td>
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<td>Admitted in or after FA09, AND within GFR 5-year funding guarantee</td>
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<tr>
<td>Required minimum funding guarantee (admitted prior to FA09) and beyond department funding program tier; admitted in or after FA09 and beyond 5 years in program</td>
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<td>Any remaining fee balance, Department Discretion</td>
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**UC System Fees**

- UC San Diego Fees: $1,638.17
- Required minimum funding guarantee: Any remaining fee balance, Department Discretion

**UC San Diego Nonresident Fees**

- Required minimum funding guarantee: Any remaining fee balance, Department Discretion

**Graduate Funding Reform (GFR)**

- Proportional Split
- Does proportional split apply to Employment Reimbursement?
- Does proportional split apply to Fellowship Fees?
UCPath for Graduate Student Employment
Favorites

Graduate Division Collab Site for Campus Partners

- UCPath for Graduate Student Employment
- Common Scenarios to Navigate in UCPath
- Collected Best Practices
- Mass PayPath Actions
- Mass Hires
- Graduate Student Employment: Summer Session Pay

UCSD’s UCPath Site

- UCPath Job Aids & Quick References
- UCPath Transactor Resources
- UCPath Transactor Help Site (UPKs)
- UCPath Training Hub
Enhancements Coming Soon
Enhancements and Projects

- New thing: Introduction to College Teaching
- Reports coming to Cognos
- More information on Proportional Split
- KBAs for Graduate Student Support
- ONBOARDING Information Session (date TBD)
Questions?