Hi Everyone,

Graduate Division will be submitting a single E-081 file to UCPath to place Positions on Short Work Break.

If you would like to participate in this mass PayPath for your students on graduate academic titles, please complete the following steps:

**Before Submission**

1. Ensure that the Appointment End Date for the Position has been extended to accommodate the break
2. Ensure that no pending PayPath transactions are outstanding at the time you submit to us. Pending transactions will prevent the records from updating.

**Submission**

1. Use the attached spreadsheet to let us know which employee records you would like to update
   a. Employee ID
   b. Employee record number
      i. If your student is employed in more than one Position, they will have more than one record, please ensure you include the appropriate corresponding record number (see Employee Record Number on the UCPath for Graduate Student Employment Collab site for details)
   c. Effective Date of the Short Work Break
   d. Expected Return Date of the Short Work Break (cannot be later than Expected Job End Date/Appointment End Date)
2. Email the spreadsheet to grademployment@ucsd.edu by Friday, July 10, 2020
   a. Email Subject Line: Mass PayPath Action, E-081 (Short Work Break) - Dept

**Reminder**
You may also need to update the FTE for the Position if your student will have multiple Positions at the same time. (see How to Initiate a Short Work Break for Employees with Multiple Jobs).

Thank you!

Best wishes,
Kacy

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Pronouns: she/her/hers

*Working Remotely as of 3/17/20*