Hi Everyone,

We have a new UCPath guidance page on Summer Session Pay for Graduate Students, particularly for how TAs/Associates are to be paid via Additional Pay. Please check out our collab site at the following link: Graduate Student Employment: Summer Session Pay for more details.

Additionally, we have a few updates/answers to questions that were asked today in our Office Hours. We will also post these answers on the FAQ page.

**New Hire Paperwork**

Q: Do they have to re-do the paperwork every time there is a break in service?
A: We are still pending more information on this, but at this time you will need to have the employee complete paperwork if there is a break in service.

**EcoTime**

Q: Can people access EcoTime for the periods they worked before during a SWB? (Example: Student is working 04/01-06/15, on SWB from 06/16-06/30, new job will start 07/01. Can the student access EcoTime during the SWB if they need to put in hours for their work between 04/01-06/15?)
A: Yes, employees should be able to retroactively add/adjust their hours from a period they were active. They will not be able to add time for the SWB time period.

**Funding**

Q: Do fund managers in a different department get an approval request if someone in a different department uses their chart string? (Example: Materials Science creates a Position, hires a student, and uses a chart string from Chemistry. Does Chemistry get to approve the use of their fund source? Will they know anything about it ahead of it posting to the ledgers?)
A: There is no approval request; the funding department would not see anything until the ledgers.

Q: If you are going to do Additional Pay, as a mass action, do you still need to add a funding line in the funding module? Note that the additional pay spreadsheet has a space for a chart string.
A: Yes, you will need to add the funding entry to the position.

**Short Work Break**

Q: Can short work break be at the beginning of the appointment? (Example: Position is effective 07/01, Expected End Date 09/30; can the SWB also be effective 07/01 with an expected return date on 08/01?)
A: Theoretically, the system will allow it. We need to follow up on the policy. Stay tuned!

**Concurrent Hire**

Q: Can you do a concurrent hire today, with an effective date 07/01, if the other (con)current appointment has an end date of 06/30?
A: We think the system will allow this. To confirm you can find a similar scenario and try processing a concurrent hire. If it lets you enter the Employee ID, then yes.

**Intralocation Transfer**

Q: Is there anything stopping an intralocation transfer from booting someone from the current position?
A: No. If you process an intralocation transfer, it will terminate the current position on the effective date.

**Social Security Numbers**

Q: How can I update an international student’s SSN?
A: The student must work with Glacier to have their SSN updated.

**Pay Period v Service Period**

Q: In PPS we could overlap pay periods and service periods and the system allowed us to appoint students in the way shown in my example. Can we still do this in Path? Will it let us appoint over 100%? Example:

- Spring appointment (50% FTE)
  
  - Service Period: 03/25-06/12
  
  - Pay Period: 04/01-06/30

- Summer appointment (100% FTE)
  
  - Service Period: 06/13-09/30
  
  - Pay Period **06/13**-09/30

There is an overlap in pay periods from 6/15-6/30, so it looks like the student was appointed at 150% but

A: Yes, this is still possible.

Best wishes,

Kacy

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