Chapter 10: Guide for Teaching Assistants

Teaching Assistant – Title Code 2310

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 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. In no instance shall a Teaching Assistant be assigned responsibility for the entire instruction of a course.

An international graduate student whose undergraduate degree is not from an English-speaking college or university, or who has serious pronunciation problems, may not serve as a TA until s/he has been certified to have the requisite English language skills. This English language policy does not apply to a student who serves as a TA which is conducted in his/her native language. For further information, contact the English Language Program for International Instructors, Teaching + Learning Commons, (858) 534-3981.

Appointment Begin and End Dates: Service Period v 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 through the last day of the quarter (ex. fall quarter begins mid-September and ends mid-December). The standard pay period in PPS will ALWAYS be entered with the following appointment and distributions begin and end dates:

- **Fall**: 10/01 - 12/31
- **Winter**: 01/01 – 03/31
- **Spring**: 04/01 – 06/30

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

**IMPORTANT:** Due to the differences between pay period versus service period, no changes can be made at an appointment in the middle of the quarter or the system will pay the TA incorrectly.

1. Do not change standard begin/end dates.
2. Do not change the funding source in the middle of the quarter.
3. Do not change the percent time in the middle of the quarter.

In order to pay the student correctly, it is necessary to compute the TA daily rate of pay (see formula following this section). The computer cannot automatically pay a TA daily rate of pay properly. Payroll must manually adjust the check. Always call the Graduate Division (see Chapter 1) prior to entering a TA daily rate of pay action on-line into PPS.

### TA Appointment End Dates

Ending a TA early may affect student eligibility to receive fee payments.

**Oath Signature Date**

When using a 10/01 start date for a new hire TA, the oath must be signed on or before the first day of the quarter (not the pay period). For example, if fall quarter begins on 9/22, the oath must be signed by that date, not on 10/1 which is the pay period start date.

**IMPORTANT:** If the oath is not signed on time, a damages’ claim must be submitted. Refer to PPM 395-2 for instructions.

**Spring Quarter TA and Other Summer Appointments**

A graduate student appointed as a TA 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 the spring quarter so it is not a conflict.

**Break-in-Service and Fall Quarter TA**

It is not considered a break-in-service (requiring a Rehire action) if summer employment ends the last day of the summer (mid-September) and the student is a TA Fall quarter (begins work mid-September). Although the Payroll online entries may look unusual with a mid-September end date and then a 10/1 TA begin date, this is correct and is not considered a break-in-service because of the TA service period.
TAs Appointed at 25% Time or More Receive TAFE/TAHI

TAs appointed at 25% time or more for the entire quarter (or 50% for half the quarter) are eligible for TA Health Insurance (TAHI) and TA Fee Remission (TAFE) fee payments. TAFE pays Tuition and the Student Services Fee. The students' eligibility must be confirmed with their Graduate Academic Department Support Coordinator. The student’s home academic department is responsible for submitting TAHI/TAFE payment requests online using the Graduate Division Financial Support Request Tool at https://goapp.ucsd.edu/financial/.

Additionally, an ASE who is a registered graduate student with (an) ASE appointment(s) or other eligible academic appointment(s) totaling 25% or more for the entire quarter is eligible for TA Health Insurance (TAHI) and TA Fee Remission (TAFE) fee payments.

TA Fee Deferment and TA Loan

TAs may be able to apply for the TA Loan Program (available fall quarter only) or the TA Fee Deferment Program. Contact the Graduate Division, x46562, for additional information.

Teaching Assistant Daily Rate of Pay

Occasionally a Teaching Assistant is appointed for other than the entire quarter. The appointment may begin late or end early. In a few cases, a student might add an extra section after the quarter has begun and the TA percent time needs to be increased for part of the quarter. These situations should be avoided whenever possible and are treated as an exception by the Graduate Division.

IMPORTANT: If a TA ends early and does not work 50% time for at least half the quarter, they become ineligible for the TAFE/TAHI fee payment that graduate division paid at the start of the quarter, inform the student and contact graduate division as needed.

If the appointment must change mid-quarter, please contact the Graduate Division immediately to determine whether the action will require written approval by the Dean of the Graduate Division. Due to the fact that TAs have a different pay period versus service period, the above situations result in a TA daily rate of pay. The Graduate Division can assist you with calculating the daily rate of pay and completion of the online entry for the TAship. **For all TA Daily Rate actions, you must copy the correct Payroll contact on the PAN notice, so that they know to adjust the payment to the student accordingly.**

Payroll Contacts

(A-G) – Open
(H-O) – Gloria Poon (gpoon@ucsd.edu)
(P-Z) – Shanelle Colston (scolston@ucsd.edu)

Calculation of the TA Daily Rate of Pay

1. Multiply the 100% monthly rate times three (to equal the 100% rate for the quarter).
2. Divide this answer by the number of days in the quarter (to equal the 100% daily rate of pay).
3. Multiply the 100% daily rate of pay by the percent of the appointment.
4. Multiply this answer by the number of days (Monday through Friday) worked in the quarter.

TA Daily Rate: Begin and End Dates

When inputting the action, if the TA starts late, use the first day of employment as the begin date and use the last day of the service month as the end date. For example, if a fall TA started late on October 5, the dates online would be 10/05 – 12/31.

If a TA ends early, for example on 10/17, use the last day of the service month as the end date but put the actual dates worked in the comments section. For example, 10/01 – 10/31 online but in the comments section, put 9/XX (Fall quarter begin date) – 10/17, actual dates worked. The comments sections should begin “TA Daily Rate of Pay” and then give the dates worked and the calculations for the payment.

Number of Days in a Quarter

The number of days in each quarter is found on the Registrar’s Academic and Administrative calendar at: http://bl ink.ucsd.edu/instructors/resources/academic/calendars/index.html

Example

A 50% fall quarter TA resigns 10/14. The start of the quarter was 9/19 (for this example only); therefore, the student worked from 9/19 to 10/14 for a total of 20 days (M-F). The quarter has 60 days (for this example only).

The calculations are as follows:
$4119.56 (use current monthly salary) x 3 (months in quarter) = $12,358.68
$12,358.68 ÷ 60 (days in quarter) = 205.98
205.98 x 0.50 (percent time) = 102.99 (daily rate of pay)
102.99 x 20 (days worked) = 2059.80
The total payment to the student is $2059.80
COMMENTS:
ATTN: PAYROLL ACTION – TA DAILY RATE OF PAY
Student resigned 10/14 and withdrew.
TA service period 9/19 – 10/14 (20 days worked).
20 days worked x $102.99 (50% TA Daily rate of pay) = $2059.80

TA Data Entry Guidelines for Title Code 2310

Appointment Line
Type
Basis
Pd. Ovr
Appt Begin
Appt End
Dept
Title
% Full
F/V
Annual
Rt
Sch
Time
Lv
5
09
09
See Below
See Below
Funding source 6-digit dept. code number
2310
0.50 (for example)
F (Fixed)
Can leave blank, 09/09 basis/pd ovr will trigger system to multiply monthly rate by 9 to equal the amount
A (Annual)
MO (Monthly)
N (No time sheet)
N (No Leave Accrual)

Distribution Line
Index
Sub
Dist %
Pay Begin
Pay End
Rate/Amount
DOS Code
Your index
0
Fill in exact percent, example 0.5000
See Below
See Below
XXXX.XX (refer to salary rate chart)
REG

Appointment Begin and End Dates
For TAs, the appointment begin and end dates are standard dates:
Fall = 10/1 – 12/31, Winter = 01/01, = 03/31 and Spring = 04/01 – 06/30.

These standard pay period dates were established so that TAs receive 3 equal paychecks per quarter; however, the service period is the actual quarter dates. Dates are completed in MMDDYY format, example Fall YR = 1001YR – 1231YR

Graduate Student New Hire Data Collection Worksheet
<table>
<thead>
<tr>
<th>EEID</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Security Number</td>
<td>__________</td>
</tr>
<tr>
<td>First Name</td>
<td>__________</td>
</tr>
<tr>
<td>Middle</td>
<td>__________</td>
</tr>
<tr>
<td>Last Name</td>
<td>__________</td>
</tr>
<tr>
<td>Suffix</td>
<td>__________</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>__________</td>
</tr>
</tbody>
</table>

(Press Enter to look for errors before proceeding to the next screen)

<table>
<thead>
<tr>
<th>EPD1</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Sex: ____ (M or F)</td>
<td></td>
</tr>
<tr>
<td>Hispanic: ____</td>
<td></td>
</tr>
<tr>
<td>American Indian or Alaska Native: ____</td>
<td>Asian: ____</td>
</tr>
<tr>
<td>Native Hawaiian or Other Pacific Islander: ____</td>
<td>White: ____</td>
</tr>
<tr>
<td>Primary Ethnic/Race: ____ (see Demographic Data Codes)</td>
<td></td>
</tr>
<tr>
<td>Disable Status: ____ (see Demographic Data Codes)</td>
<td></td>
</tr>
<tr>
<td>Veteran Status Codes – Vietnam: ____ War/Campaign: ____ Oth Status: ____ Serv Medal: ____</td>
<td></td>
</tr>
<tr>
<td>(N or V)</td>
<td>(N or E)</td>
</tr>
<tr>
<td>Recently Separated Veteran Date: ____</td>
<td></td>
</tr>
<tr>
<td>Citizenship: ____</td>
<td></td>
</tr>
<tr>
<td>(C=Citizen, R=Resident Alien, N=Non-Resident Alien, A=Canada, Mexico, S. Korea, S=India)</td>
<td></td>
</tr>
<tr>
<td>Student Status: ____</td>
<td>No. of Reg. Units: ____</td>
</tr>
<tr>
<td>(4=Grad)</td>
<td>(Leave blank)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EPD2</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Oath Signature Date: 09XXXX</td>
<td>For TAs and Assoc., the Oath must be signed by the first day of the quarter.</td>
</tr>
<tr>
<td>I-9 Date: 09XXXX</td>
<td>Employees must complete and sign Section of Form I-9 no later than the first day of employment, but not before accepting a job offer.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EADR</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Permanent Address Line 1: (only use for P.O. Box, route number, or c/o line)</td>
<td></td>
</tr>
<tr>
<td>Line 2: 215 Main Street</td>
<td></td>
</tr>
<tr>
<td>City: San Diego</td>
<td>State: CA</td>
</tr>
<tr>
<td>Home Phone: ____</td>
<td></td>
</tr>
<tr>
<td>Personal Email: ____</td>
<td></td>
</tr>
<tr>
<td>Location Release Codes – Perm Address: ____ Home Phone: ____ Spouse Name: ____</td>
<td></td>
</tr>
<tr>
<td>(Blank=N, do not release information, Y=Yes, release information, N=Now, do not release information)</td>
<td></td>
</tr>
<tr>
<td>EE Org/Union Disclosures – Perm Address: ____ Home Phone: ____</td>
<td></td>
</tr>
<tr>
<td>(Blank=N, do not release information, Y=Yes, release information, N=Now, do not release information)</td>
<td></td>
</tr>
<tr>
<td>Mail Code: 0139</td>
<td>This is where paycheck and W-2 are sent, if not sent electronically.</td>
</tr>
</tbody>
</table>

*Note: Home address, home phone number (i.e. cell number), and personal email address are required for ASES. Refer to Hiring Process: ASE Personal Contact Information.*
ETAX
Refer to payroll instructions for a non-resident alien and student’s completed W-4 Form.

Federal
Marital Status: (M)arried or (S)ingle
Personal Allowances: ____

California
Marital Status: (M)arried or (S)ingle or (H)ead of Household
Personal Allowances: ____
Itemized Deductions: ____
Addl Fed Tax Withholding: ____ (leave blank)

EALN
For non-US citizens only. Refer to payroll instructions.
Country of Residence: ____ U.S. Date of Entry: ____
Visa Type: ____ Work Permit End Date: ____ (F-1: see line 5 on I-20; J-1: see line 3 of DS-2019)

EAPC
Appointment
Type: 5 Bas: 09 Pd Ovr: 09 Appt Begin: 1001XX Appt End: 1231XX Dur: ____ Dept: 000326
(5, Academic) (11=GSR or 9=ASE) (12=GSR or 9=ASE)
Title: 2310 %Full: 0.50 F/V: F Ann/Hr Rate: XXXX.XX Rt: A Sch: MQ Time: N LV: N
(Rate: A=annual, H=hourly, B=by agreement) (Schedule: MO or BW) (Time: N or A=timesheet) (Leave: N)

Distribution
Index: _ Sub: 0 Dis %: 0.5000 PayBeg: 1001XX PayEnd: 1231XX Step: _ Rate/Amt: $$ DOS: REG
(Sub: 0=TA, Assoc, GSR; Sub 2=Reader, Tutor) (GSR only)

EPER
Assigned BELI: 5 Effective Date: 1001XX
Date of Hire: 1001XX Original Hire Date: 1001XX
Employee Relations Code: E
Home Department: ____ Must be student’s Academic Home Department
Employee Relations Unit: BX 99=GSR, BX=ASE (System will auto-populate if ERC is “E”)
Timekeeper Code: ____
College Code: 00

Comments:
TA 2310, 50%, 10/01-12/31, TAFE/TAHI FWS