Chapter 13: Guide for Tutors

Tutor – Title Code 2860

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.

The Tutor title is approved for use in specific programs including: Academic Enrichment Program, CSE, ECE, Economics, GPS, Graduate Enrichment, Honors Achievement Workshop, Humanities, IDEA Student Center (Jacobs School of Engineering), Linguistics, MAE, Medical School Tutorial Program, MESA Engineering, Nanoeengineering, OASIS, Physics, SIO, Subject A, Teaching and Learning Commons, Theatre, and the Writing Center. Any other department or program use of 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 (one-on-one tutoring) or at the Group Session rate (three or more in the group receiving the tutoring). This title can be used for programs previously approved by the Graduate Division. Tutors are always set up on sub-2.

Concurrent Appointments

If the student is already set up as a Teaching Assistant or other monthly appointment and you are adding a concurrent tutorship, you MUST add the reader at a monthly rate.

Graduate Student Tutors Appointed at 25% Time or More Receive TAFE /TAHI

Effective fall quarter 2011, GSHIP, Tuition and Student Services fee payments will be issued for tutors (25% minimum) at the beginning of the quarter based upon the assumption that the student will work the minimum number of hours required for fee remission (110 hours).

If the student does not work the required number of hours by the end of the quarter, the fee payments will be rescinded and the amount must be repaid either by the student or by the department through block grant fee scholarship.

The academic home department should report Tutors (25% minimum) to the Graduate Division in a manner similar to reporting a 25% TA. If a department reports hiring a 25% Tutor, the department must ensure that the student is time reported for at least 110 hours in the payroll timekeeping system.

Departments are responsible for auditing tutor hours to ensure eligibility.

The hiring department must coordinate the fee payment request with the student’s home department at the time pre-approval for employment is requested. Home departments are responsible for submitting fee payment requests for all their students regardless of where the students are employed on campus.

Timely fee payment submission and PPS time reporting is mandatory in accordance with the ASE-UAW contract and university policy.

Fee Remission

Fee remission for Tutors will not be paid at the beginning of the quarter if the student has a registration or financial “hold” placed on the student account because the student is in arrears from a previous quarter.

Tutor Data Entry Guidelines for Title Code 2860 (Monthly and Hourly)

<table>
<thead>
<tr>
<th>Appointment Line</th>
<th>Type</th>
<th>Basis</th>
<th>Pd Ovr</th>
<th>Appt Begin</th>
<th>Appt End</th>
<th>Dept</th>
<th>Title</th>
<th>% Full</th>
<th>F/V</th>
<th>Annual</th>
<th>Rt</th>
<th>Sch</th>
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Tutor Data Entry Guidelines for Title Code 2860 (Monthly and Hourly)
Funding source 6-digit dept. code number
2860
Example, 0.25
V (Variable, subject to time reporting on PTR)
Use hourly rate if paid hourly, annual if paid monthly
H if Hourly, A if Annual
BW if bi-weekly/hourly, and MO is monthly
A (to generate Payroll Time Record)
N (No Leave Accrual)

Distribution Line
Index
SUB
Dist %
Pay Begin
Pay End
Rate/Amount
DOS
Your index
2
Example, 0.2500
1001XX
1231XX
X.XXXX (Hourly) or XXXX.XX (Monthly) - Refer to salary chart.

Appointment Begin and End Dates
Tutor begin and end dates can vary. Some Tutor appointments are set up for the actual quarter dates and others are set up for the Fall quarter begin date through 12/31, Winter from 1/1 - 3/31 and Spring from 4/1 – 6/30. When using a 10/01 start date for a new hire tutor, 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.

<table>
<thead>
<tr>
<th>EEID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Security Number</td>
</tr>
<tr>
<td>First Name</td>
</tr>
<tr>
<td>Middle</td>
</tr>
<tr>
<td>Last Name</td>
</tr>
<tr>
<td>Suffix</td>
</tr>
<tr>
<td>Date of Birth</td>
</tr>
</tbody>
</table>

(Press Enter to look for errors before proceeding to the next screen)
EPD1

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

EPD2

Oath Signature Date: 01XXXX For TAs and Assoc., the Oath must be signed by the first day of the quarter.
I-9 Date: 01XXXX 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.

EADR

Permanent Address Line 1: (only use for P.O. Box, route number, or c/o line)
Line 2: 215 Main Street
City: San Diego State: CA Zip: 92101
Home Phone: ____
Location Release Codes – Perm Address: ____ Home Phone: ____ Spouse Name: ____
(Blank=No, do not release information, Y=Yes, release information, N=Now, do not release information)
EE Org/Union Disclosures – Perm Address: ____ Home Phone: ____
(Blank=No, do not release information, Y=Yes, release information, N=Now, do not release information)
Mail Code: 0139 This is where paycheck and W-2 are sent, if not sent electronically.

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: 0101XX Appt End: 0331XX Dur: ___ Dept: 000326
(5, Academic) (11=GSR or 9=ASE) (12=GSR or 9=ASE)
Title: 2860 %Full: 0.15 F/V: V Ann/Hr Rate: XX XX Rt: H Sch: BW Time: A LV: N
(Rate: A=annual, H=hourly, B=by agreement) (Schedule: MO or BW) (Time: N or A=timesheet) (Leave: N)
Distribution
Index: _ Sub: 2 Dis %: 0.1500 PayBeg: 0101XX PayEnd: 0331XX Step: _ Rate/Amt: $$ DOS: REG
(Sub: 0=TA, Assoc, GSR; Sub 2=Reader, Tutor) (GSR only)

EPER
Assigned BELI: 5 Effective Date: 0101XX
Date of Hire: 0101XX Original Hire Date: 0101XX
Employee Relations Code: 5
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:
Tutor for Graduate Enrichment Program – Payment not to exceed $350.00.

Graduate Student New Hire Data Collection Worksheet – Tutor (2860), MONTHLY RATE

EEID
Social Security Number ____________
First Name ____________
Middle ____________
Last Name ____________
Suffix ____________
Date of Birth ____________
(Press Enter to look for errors before proceeding to the next screen)
EPD1
Sex: ____ (M or F)
Hispanic: ____
American Indian or Alaska Native: ____ Asian: ____ Black/African American: ____
Native Hawaiian or Other Pacific Islander: ____ White: ____
Primary Ethnic/Race: ____ (see Demographic Data Codes)
Disable Status: ____ (see Demographic Data Codes)
Veteran Status Codes – Vietnam: ____ War/Campaign: ____ Oth Status: ____ Serv Medal: ____
(N or V) (N or E) (see Demographic Data Codes)
Recently Separated Veteran Date: ____
Citizenship: ____
(C=Citizen, R=Resident Alien, N=Non-Resident Alien, A=Canada, Mexico, S. Korea, S=India)
Student Status: ____ No. of Reg. Units: ____
(4=Grad) (Leave blank)

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Oath Signature Date: 01XXXX For TAs and Assoc., the Oath must be signed by the first day of the quarter.
I-9 Date: 01XXXX 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.

EADR
Permanent Address Line 1: (only use for P.O. Box, route number, or c/o line)
Line 2: 215 Main Street
City: San Diego State: CA Zip: 92101
Home Phone: ____
Location Release Codes – Perm Address: ____ Home Phone: ____ Spouse Name: ____
(Blank=No, do not release information, Y=Yes, release information, N=Now, do not release information)
EE Org/Union Disclosures – Perm Address: ____ Home Phone: ____
(Blank=No, do not release information, Y=Yes, release information, N=Now, do not release information)
Mail Code: 0139 This is where paycheck and W-2 are sent, if not sent electronically.

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)

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(Rate: A=annual, H=hourly, B=by agreement) (Schedule: MO or BW) (Time: N or A=timesheet) (Leave: N)
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Index: _ Sub: Dis %: 0.1500 PayBeg: 0101XX PayEnd: 0331XX Step: _ Rate/Amt: $$ DOS: REG
(Sub: 0=TA, Assoc, GSR; Sub 2=Reader, Tutor) (GSR only)

EPER
Assigned BELI: 5 Effective Date: 0101XX
Date of Hire: 0101XX Original Hire Date: 0101XX
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:
Tutor for Graduate Enrichment Program – Payment not to exceed $350.00. (pay at monthly rate if the student has another appointment at a monthly rate)