Collected Best Practices
Tips and Tricks for Processing Graduate Student Employment

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Academic Student Employees

Readers

A reminder that these students needs to be entered and approved in UCPath before they can enter their hours into EcoTime. If you are planning your work, ensure that these students can access their timekeeping pages by the first day of service.

UCPath Entry Guidance for Readers (Biweekly v Monthly)

Below is the information we currently have but please continue to refer to this page for possible updates.

<table>
<thead>
<tr>
<th>UCPath Fields</th>
<th>Biweekly</th>
<th>Monthly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Data*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salary Admin Plan</td>
<td>T18H</td>
<td>BYA</td>
</tr>
<tr>
<td>Grade</td>
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<td>none</td>
</tr>
<tr>
<td>Full/Part Time</td>
<td>Variable</td>
<td>Variable</td>
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<tr>
<td>Job Data **</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Step</td>
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</tr>
<tr>
<td>Pay Frequency***</td>
<td>H</td>
<td>UC_9M</td>
</tr>
<tr>
<td>Rate Code***</td>
<td>UCHRLY</td>
<td>UCANNL</td>
</tr>
<tr>
<td>Comp Rate***^</td>
<td>$ hourly</td>
<td>$ annual</td>
</tr>
<tr>
<td>Compensation Frequency</td>
<td>Hourly</td>
<td>Annual</td>
</tr>
</tbody>
</table>
*Position Data should be entered when creating a position (Data Entry Guidelines: Create a New Position) prior to hiring student. If position is filled, Position Data can be updated by completing a PayPath transaction.

**Job Data should be entered when processing template transaction to hire, rehire, concurrent hire, intralocation transfer, etc. student into a new position. If hire has already been processed, Job Data can be updated by completing a PayPath transaction.

***For Biweekly Readers, the compensation data (pay frequency, rate code, and comp rate) should default if Salary Admin Plan, Grade, and Step are entered as above. For Monthly Readers, this information will need to be manually entered due to the BYA Salary Admin Plan.

^Refer to annual salary scales to determine appropriate compensation rates can be found at Student Academic Title Pay Rates.

**Scenario: Reader is currently BW and needs adjusted to MO**

There are two actions you will need to take: complete a PayPath action AND submit a Pay Group update to UC Path Center via Job Update Form.

**Step 1: PayPath Transaction**

1. Position Data (Example: MO Reader Position Data)
   a. Enter effective date for start date of appointment/change (ex: 07/01/2020)
   b. Action Reason Code: COR
   c. Salary Admin Plan: BYA
   d. Grade: Delete I (should be blank)

2. Navigate to Job Data (Example: MO Reader Job Data)
   a. Pay Frequency: UC_9M
   b. Rate Code: UCANNL
   c. Comp Rate: current annual rate (ex: $26,230.00)
   d. Compensation Frequency: Annual (should default)
   e. Comments: Effective [DATE], updated salary admin plan to BYA and deleted Grade on Position Data and pay frequency to UC_9M, rate code to UCANNL, and Comp Rate to $26230 on Job Data to align transition to MO.

3. Copy and paste comments into Additional Pay tab and Save & Submit

Note: UCPath should allow you one position update on the hire date only. If this effective date has already been used to make another position data update, you will need to submit a Position Update Form.

**Step 2: Job Data Update Form**

You can verify Pay Group on Person Org Summary. The correct job group for a Monthly Reader should be 6MS.

Job Update Form can be found in UCPath > Forms Library > Access Forms > Human Resources: **Job Data Update**

1. Complete Job Data Form in Acrobat (Example: Job Data Update Form page 1)
a. Complete Section 1. Key Information in full - most info can be found on Person Org Summary
   i. Type of Update: Update Existing Row
   ii. Action: Data Change
   iii. Reason: Pay Group Change
b. Complete Section 1. Job Data required fields and only fields that are being updated
   i. Pay Group Override: Yes
c. Complete Section 5. Initiator Comments
   i. Example: PayPath action was taken to change employee from hourly comp data to monthly to align with concurrent appointment. Please override current pay group of 6MH to 6MS. Employee should be monthly, exempt (positive time keeping). Please have this Pay Group cascade forward through all subsequent effective sequenced and effective-date rows.
d. Complete Section 6. Business Unit Approval

2. Submit form to UCPC by clicking the ”Ask UCPath Center” button and ”Submit an Inquiry for an employee”

Tutors

A reminder that these students needs to be entered and approved in UCPayPath before they can enter their hours into EcoTime. If you are planning your work, ensure that these students can access their timekeeping pages by the first day of service.

Graduate Student Researchers

Transferring GSR WOS to GSR SWB

Scenario: GSR WOS in PPS converted to UCPath as a GSR WOS and we need to covert to GSR SWB (Short Work Break) through the summer. Note: These two PayPath transactions can be submitted at one time. You will need to add a new row, with the same effective date, using the symbol on the right side of the Job Data tab.

1. PayPath Transaction #1
   a. Position Data
      i. Enter appropriate effective date
      ii. Position Change Reason: POS/PIT
      iii. Update FTE (ex. 0.4999 or 0.01 if multiple jobs or GSR WOS)
   b. Job Data
      i. Add Step
      ii. Remove UC WOS rate code

2. PayPath Transaction #2 (on Job Data tab, select the + button in upper right hand corner - see in below screenshot)
   a. Job Data
      i. Action: DTA
      ii. Action Reason: EXT
      iii. Confirm Step Level is present
      iv. Update Expected End Date (ex. 09/30/20)
      v. Confirm that UC WOS rate code is removed

3. PayPath Transaction #3 (on Job Data tab, select the + button in upper right hand corner - see in below screenshot)
   a. Job Data
      i. Action: SWB
      ii. Action Reason: GST
      iii. Updated Expected Return Date (you can use the same day as the Expected End Date; ex. 09/30/20)

Note: You will get an error message about Academic Duration if you do not complete; okay to click through the warnings. You can select ”End Date” for Duration field.

Sample

![Job Data](image)

Academic Year Transition to Summer
### 49.99% GSR in the Summer

Scenario: Spring appointment is 04/01-06/30, Job Code 003284, 49.99%. Student will be a 49.99% GSR through summer, and then back on GSRTF in the fall. A reminder that if your student will be employed as a GSR over 50% time during the summer months, you will also need to adjust the FTE effective the first day of Fall quarter.

1. Spring to Summer
   a. Extend Spring appointment (Position #1) End Date through 09/30
   b. Enter Short Work Break, Effective Date 07/01
   c. Concurrent Hire on Job Code 003266 (Position #2), Effective Date 07/01, 49.99% FTE, Expected Job End Date 09/30; select Auto-Term box.
2. Summer to Fall
   a. Extend Position #1 through 12/31 (or other applicable date)
   b. Return student from Short Work Break, Effective Date 10/01

### 100% GSR in the Summer

Scenario: Spring appointment is 04/01-06/30, Job Code 003284, 49.99%. Student will be a 100% GSR through summer, and then back on 49.99% GSRTF in the fall. A reminder that if your student will be employed as a GSR over 50% time during the summer months, you will also need to adjust the FTE effective the first day of Fall quarter.

1. Spring to Summer
   a. Extend Spring appointment (Position #1) End Date through 09/30
   b. Enter Short Work Break, Effective Date 07/01
   c. Concurrent Hire on Job Code 003266 (Position #2), Effective Date 07/01, 100% FTE, Expected Job End Date 09/30; select Auto-Term box
   d. PayPath Action, Effective 09/28, change Position Data to update FTE down to 49.99%
2. Summer to Fall
   a. Extend Position #1 through 12/31 (or other applicable date)
   b. Return student from Short Work Break, Effective Date 10/01 AND update FTE to 49.99%

### Funding

#### Additional Pay

If a position/job has additional pay attached and there is no funding entered on the position, then all salary costs (including additional pay) will hit the VC Area Default Funding Source. If the position already has funding entered, the additional pay will get funded on whatever chartstring(s) is associated with the blank earn code row(s).

### Funding Entries

You cannot enter a funding entry that precedes the first funding entry (regardless of proximity to conversion).

### Template Transactions

#### Concurrent Hire

If you are processing a Concurrent Hire and you are planning to have FTE 0.0000; this is fine. Keep in mind, when you process a PayPath transaction later one (eg. SWB, Additional Pay, etc.), you might receive an error that requires a Step value to be entered. Plan to update the Step level; click on the spyglass to select the appropriate Step level. Monthly rates may be presented as annual salaries with an hourly breakdown.

See also Intralocation Transfer v. Concurrent Hire
Rehire/Reinstate

- Must be hired into the same Position number that they were terminated from; and use the same term date.
- Refer to the ORG Instance to apply the Rehire/Reinstatement to.

<table>
<thead>
<tr>
<th>Employee</th>
<th>Business Unit</th>
<th>Position Number</th>
<th>Dept ID</th>
<th>Department Description</th>
<th>Job Code</th>
<th>Description</th>
<th>Expected End Date</th>
<th>FTE</th>
<th>Employment Class</th>
<th>Union Code</th>
<th>FLSA Status</th>
<th>Pay Group</th>
<th>Employee Type</th>
<th>Probation Code</th>
<th>Probation End Date</th>
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<tbody>
<tr>
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<td>E</td>
<td>ORT</td>
<td>S</td>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>