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>
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</thead>
<tbody>
<tr>
<td>Position Data*</td>
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<tr>
<td>Salary Admin Plan</td>
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<td>Grade</td>
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<td>Full/Part Time</td>
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<td>Job Data **</td>
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<tr>
<td>Step</td>
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<td>1</td>
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<tr>
<td>Pay Frequency***</td>
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<tr>
<td>Rate Code***</td>
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<td>Comp Rate***^</td>
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<tr>
<td>Compensation Frequency</td>
<td>Hourly</td>
<td>Hourly</td>
</tr>
<tr>
<td>Pay Group^^</td>
<td>defaults</td>
<td>manual override</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 both Biweekly and Monthly Readers, the compensation data (pay frequency, rate code, and comp rate) should default if Salary Admin Plan, Grade, and Step are entered as above. This data will be the same for both BW and MO Readers. The driver of BW or MO is Pay Group. Please see next bullet for instructions regarding Pay Group

^^ Pay Group: Monthly Readers should have a pay group of 6MH. This is a manual override by UCPath Center, so you will need to make a note when processing the hire template in order for UCPC to correctly override the pay group to 6MH. If there is another active job being paid on a monthly frequency and 6MH is not requested, UCPC will submit a case and reach out asking to align the pay frequency prior to processing the transaction.

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

**Tutors**

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.

**Effective 10/4/2020, Tutors now have a Salary Admin Plan, Grade, and Job Data Step**

UCPath Entry Guidance for Tutors (Biweekly v Monthly)
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<td>**Job Data **</td>
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<tr>
<td>Step</td>
<td>1 or 2</td>
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<tr>
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*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. On the employee's job data, the step level options are 1 and 2. Step 1 is Single Session; step 2 is Group Session.
***For both Biweekly and Monthly Tutors, the compensation data (pay frequency, rate code, and comp rate) should default if Salary Admin Plan, Grade, and Step are entered as above. This data will be the same for both BW and MO Readers. The driver of BW or MO is Pay Group. Please see next bullet for instructions regarding Pay Group

^^ Pay Group: Monthly Tutors should have a pay group of 6MH. This is a manual override by UCPath Center, so you will need to make a note when processing the hire template in order for UCPC to correctly override the pay group to 6MH. If there is another active job being paid on a monthly frequency and 6MH is not requested, UCPC will submit a case and reach out asking to align the pay frequency prior to processing the transaction.

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

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

Academic Year Transition to Summer
(or There and Back Again: A Student’s Tale)

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

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 (e.g., 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.

Full Hire

- When entering the JPM Degree on a hire template transaction, use the date of hire/rehire as the Effective Date, since there is a different field that captures when the employee obtains the degree.

Retroactivity

If you discover that an error has been made, please make efforts to correct the discrepancy as soon as possible. Work with your supervisor and the Graduate Employment Coordinators to ensure a smooth transition for the student.