

# Graduate Student Employment: Summer Session Pay

## Guides and Instructions

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### Additional Pay Mass Upload

[Additional Pay Mass Upload Spreadsheet](#) (updated 05/19/2022)

[Submit Additional Pay Spreadsheet](#)

1. Enter your email
2. Enter your name
3. Enter your department
4. Select applicable Summer Session
5. Attach the spreadsheet and submit

If planning to submit spreadsheets for both sessions, please complete one spreadsheet per session and upload one per Google form submission.

Spreadsheet submission deadlines:

- Summer Session 1: 01 Jul 2022
  - Summer Session 2: 01 Aug 2022
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### Summer Session Resources

[Summer Session Staff & Faculty Resources](#)

[Student Pay Rates - Associates, TAs, Readers, & Tutors](#)

[Summer Session Payroll Training \(Lucidchart\) - Graduate Student Summer Employment Chart](#)

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### Training

[Summer Session Payroll Training 2022](#)

[Video recording](#) (Graduate Employment discussion begins at 30.23 minute mark)

[Summer Session Mass Additional Pay Training 2022](#)

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### TA Daily Rate of Pay

Teaching Assistant appointments are paid via additional pay during Summer Session. Processing of TA Daily Rate of Pay in Summer Session consists of calculating the correct salary and entering that amount into the Additional Pay tab. There are no adjustments to the pay components as there are during the normal Academic Year. To make an adjustment, first, calculate the hours the student will work for Summer Session and then multiply by the TA Hourly Rate that is pre-determined by Summer Session. Once the total pay amount is determined for the particular Summer Session, add that amount in the Additional Pay tab.

### Example

Student A was hired late into a 50% TA appointment for Session 1 of 2021. Their official start date is 7/5/21 and they have missed the first week of classes; they will work 50% time from 7/5 - the end of Session 1 or 80 hours. The student's lump sum for Session 1 would be calculated as:

$$80 \text{ hours} \times \$34.20 = \$2,736$$

The Additional Pay tab would be completed as follows:

Position Data | Job Data | **Additional Pay Data**

Employee [Redacted] Empl ID [Redacted] Empl Re [Redacted]

**New Additional Pay** Find | View All First 1 of 1 Last

\*Earnings Code: **ASN** Additional Comp-Summer-No 403

**Effective Date** Find | View All First 1 of 1 Last

\*Effective Date: **07/01/2021**

**Payment Details** Find | View All First 1 of 1 Last

Addl Seq #: 1

End Date: **07/31/2021** Reason: **New Additional Pay**

Pay Period Amt: **\$2,736.00**

Goal Amount: **2736** Goal Balance:

Prorate Additional Pay

**Applies To Pay Periods**

First  Second  Third

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**Job Information**

Employee Type: Salaried Standard Hours: 20.00

Compensation Rate: \$2,434.611111 Frequency:

**Default Job Data**

Position: [Redacted] TEACHG ASST-GSHIP

Business Unit: SDCMP UC San Diego Campus

Department: [Redacted]

Job Code: 002310 TEACHG ASST-GSHIP

FTE: 0.500000

Employee Status: Short Work Break Expected Job End Date: 09/30/2020

Save for Later | Save And Submit | Cancel | [Upload \ View Supporting Documents](#)

Transaction ID NEW

Workflow Status Apprvl Prc

Request Status **In Progress**

Initiator's Comments **Started S121 TA appointment late - 50% TA for 7/5 - 7/31 for a total of 80 hours x \$34.20 = \$2,736.00**

## Appointment Types

Associate-In and Teaching Assistant Appointments

1. Create position (or extend if same)
  - a. Make sure FTE is 0.00 for the Summer period
2. Add funding; all earnings will be from the ASN earn code
  - a. Refer to the "How to Create New Position Funding" Job Aid on [UCPath Training Job Aids > Funding](#)
3. Hire student into position
  - a. Refer to [Choosing the Correct Template](#) and/or
4. [Add Additional Pay manually in UCPath](#) OR submit an Additional Pay Mass upload request. Refer to the "Additional Pay Mass Upload" tab above for more information.

## UCPath Job Aid

"How to Process Payments for Graduate Students in Summer Session" found on [Job Aids and Quick References](#) under PayPath Transactions.

Please refer to this job aid to determine which scenario your student falls into:

- Existing Job is Active
- Existing Job is on Short Work Break
- No Existing Job

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## Associates-in-Lieu of TA

### [Pay Rates for Summer Sessions](#)

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## Reader and Tutor Appointments

Reader and Tutors should continue to report time via EcoTime during Summer Session.

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Please refer to this job aid to determine which scenario your student falls into:

- Existing Job is Active
- Existing Job is on Short Work Break
- No Existing Job