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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<tbody>
<tr>
<td><strong>Position Data</strong></td>
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<tr>
<td>Salary Admin Plan</td>
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<td>T18H</td>
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<td>Grade</td>
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<tr>
<td>Full/Part Time</td>
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<tr>
<td><strong>Job Data</strong></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>
<td>H</td>
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<tr>
<td>Rate Code***</td>
<td>UCHRLY</td>
<td>UCHRLY</td>
</tr>
<tr>
<td>Comp Rate***^</td>
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</tr>
<tr>
<td>Compensation Frequency</td>
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<td>Hourly</td>
</tr>
<tr>
<td>Pay Group^^</td>
<td>defaults</td>
<td>manual override</td>
</tr>
</tbody>
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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.

***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.

Note: From conversion to 10/03/2020, Tutors’ Salary Admin Plan was BYA. Effective 10/4/2020 - 9/30/2021, their Salary Admin Plan was T020. Effective 10/01/2021, the correct Salary Admin Plan for Tutors is SDTU as outlined in the below chart.

UCPath Entry Guidance for Tutors (Biweekly v Monthly)
Below is the information we currently have but please continue to refer to this page for possible updates.

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<td>Job Data **</td>
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<tr>
<td>Step</td>
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**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

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 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 003286 (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 09/19, 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

Scenario: Spring appointment is 04/01-06/30. Job Code 003284, 49.99%. Student will be a 100% GSR through summer, starting the first day of summer, 06/11, 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. PayPath Action, Update FTE to100%, Effective Date 06/11
   b. Extend Spring appointment (Position #1) End Date through 09/30
   c. Enter Short Work Break, Effective Date 07/01
   d. Concurrent Hire on Job Code 003266 (Position #2), Effective Date 07/01, 100% FTE, Expected Job End Date 09/30; select Auto-Term box
   e. PayPath Action, Effective 09/19, 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.

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.