Academic Apprentice Personnel Updates

Victor Cisneros, Graduate Division
AGENDA

- Policy Refresher
- ASE Union Contact Highlights and Benefits
- UCPath Data Entries
- Compensation / Pay Range Adjustment
- Online Fee Remissions
FELLOWSHIPS AND FINANCIAL SERVICES
WE ARE A UNIT WITHIN GRADUATE DIVISION

We provide consultation to departments regarding the interpretation and application of Academic Student Employee (ASE) /Graduate Student Researcher (GSR) personnel policies that impact transactional processing.

Policy Consultants

Jenny Tang - Engineering Departments

Henry Hernandez - Social Sciences and Humanities Departments, including Biology and Psychology

Mike Kang - Physical and Life Sciences Departments

Vacant - Professional Schools

UCPath Consultant

Victor Cisneros - Academic Apprentice Coordinator

General Inquires: (310) 825-1025 or gdsupport@grad.ucla.edu
FELLOWSHIPS AND FINANCIAL SERVICES

TEMPORARY ASSIGNMENT AS OF SEPT 3RD, 2019

Policy Consultants

Jenny Tang - Education & Information Studies, Public Health, Music, and Theater, Film & Television

Sherman Chew – Arts & Architecture, Public Affairs, Management, and Nursing
Policy Refresher
OVERVIEW OF ASE AND GSR POLICIES

Effective August 23, 2018 – June 30, 2022 (ASE only)
This job classification is reserved for a registered graduate (undergraduate in some cases) students at the University of California.
ACADEMIC APPRENTICE PERSONNEL

Academic Student Employees (ASE) Job Codes – covered under the UAW contact

002310 – Teaching Assistant
001506 – Teaching Associate
002300 – Teaching Fellow
002850 – Reader
002852 – Special Reader
002288 – Remedial Tutor I
002289 – Remedial Tutor II
002860 – Tutor

Graduate Student Researcher (GSR) job code – No contract

003276 – Graduate Student Researcher
HIRING ELIGIBILITY CRITERIA

✓ Minimum cumulative 3.0 GPA
✓ Must be registered and enrolled in 12 units (continuously through the academic quarter/semester) by the end of the 3rd week of the term.
✓ Satisfactory Academic Progress towards degree.
✓ Certain students hired under the TA's series must take the Test of Oral Proficiency (TOP).
✓ Hired TA's must enroll in course 375 for each academic quarter.
✓ Actively supervised by a UCLA faculty member.
✓ New students are recommended to attend course 495 given by the applicable hiring department in conjunction with Center for Advancement of Teaching (CAT, formally OID).
**Job Code (002310) - Teaching Assistant**
No prior experience necessary.

**Job Code (001506) - Teaching Associate**
Has Master's Degree or completed at least 36 units of graduate coursework (courses 375 or 495 are excluded) and at least one academic year of UCLA TA experience.

**Job Code (002300) - Teaching Fellow**
Requires Advancement to Doctoral Candidacy (ATC) and at least two years of UCLA TA experience.
TUTORS

The primary duty of appointees in this title is individual or small group review instruction related to, but not required in, specific courses.

READERS

Assist in grading of student’s papers and exams, and may include limited advising and demonstration work related directly to

SPECIAL READERS

An advanced graduate student who assists the faculty member who is teaching the course with the reading and grading of students’ papers and exams in upper division and graduate courses.

These jobs titles are NOT to be used as TAs or GSRs.
EMPLOYMENT CAPS (12/18 QUARTER RULE)

- ASE Appointments – 12 quarters (4 years) up to a maximum of 18 quarters (6 years).

- ASE Appointments – between 13 quarters and 15 quarters requires advancement to candidacy and the Academic Home Department Chair or Vice Chair approval (Graduate Division may conduct audits which would require the department to provide a copy of written approval).

- ASE Appointments – between 16 quarters and 18 quarters requires advancement to candidacy and Graduate Division approval.

- Graduate Student Researchers have NO CAP.
EXTENSION OF ASE APPOINTMENT LIMITS

Effective 2020 -2021

NEW - temporarily extends the academic apprentice teaching appointments beyond the limits set forth in Academic Personnel Manual - 410 and 420. Specifically, a seventh year extension is permissible for matriculated students at UC during the quarters/semesters in which instruction is substantially impacted by COVID-19.

⚠ ASE Appointments – between 19 quarter and 21 quarter requires advancement to candidacy and Graduate Division approval. These will be handle on a quarter by quarter exception review.
GRADUATE STUDENT RESEARCHERS (GSR)

Selected for high achievement and promise as creative scholars
Assist faculty members with scholarly research
May or may not collaborate in the publication of research results as determined by supervising faculty members
GSRs may NOT be assigned teaching, administrative or general assistance duties
CAMPUS-WIDE CRITERIA FOR JOB CODE (003276) - GSR STEPS

- Advanced to masters candidacy
  Must be appointed STEP 3 and above

- Advanced to doctoral candidacy
  Must be appointed STEP 5 and above

- Departments must develop consistent hiring policies
Graduate Students are permitted to work a maximum time of 50% in any combination of student positions, the equivalent to 20 working hours per week.

Graduate Students are permitted to work up to 100% during inter-quarter and summer only.
Graduate Division Academic Apprentice Personnel Updates

This guidance may be revised to reflect changes in campus operations, bargaining that may occur or other considerations.

Guidance for UCLA Graduate and Undergraduate Academic Apprentice Personnel under COVID-19 Constraints, in effect 20-March-2020 and until further notice

For the 20-March-2020 email from the Chancellor and EVP/Provost, UCLA has suspended all on-campus operations with the exception of those that are essential and cannot be conducted remotely, effective 11:59 p.m. on March 20, 2020. Key directives that impact graduate education include the following:

- Classroom and laboratory instruction for remote learning will continue through the end of spring quarter. Quads and chairs will determine what on-campus essential support may be needed.
- On-campus research activities must be approved by the Vice Chancellor for Research.
- Appointment to essential roles will need to work remotely or operationally feasible or otherwise work on campus. Note that students, including graduate students, cannot be mandated to serve as essential personnel.
- If employees, including student employees, are not required to work on campus, but cannot work from home due to the nature of their jobs, the UC Office of the President has developed expanded leave policies and employers should consult with their supervisors about use of these policies.

This document provides guidance to support compliance and best practices for Academic Apprentice Personnel. This includes both teaching and research titles. As always, please refer to the published policies and procedures, which can be found in the Academic Apprentice Personnel Manual® and related documents in Go UCLA.

Academic Apprentice Teaching Appointments (AATs)

Students holding the following titles are covered by the UC systemwide AAT collective bargaining agreements: teaching assistants; teaching associates; teaching fellows; masters, special readers, tutors, and remedial tutors. The agreement and campus policies apply to both graduate and undergraduate students holding these titles. Please refer to Appendix 1 for highlights excerpted from the UC/AAUP 38 Contract or the full contract for elaboration of the points below.

Fulfilling appointment commitments.

The consensus of the UCLA Deans’ Council and EVCIP is that teaching apprentice appointments for Spring 2020 should not be canceled or reduced in time. If courses are canceled or have fewer than expected enrollments, departments and interdepartmental degree programs should identify alternative assignments.

Assignments and changes in duties: What is allowed?

The collective bargaining agreement makes clear that decisions regarding who is taught, what is taught, how it is taught and who does the teaching involve academic judgment and shall be made at the sole discretion of the University. Under Article 26, Management (the University) has rights including but not limited to the following:

- Determine or modify the number, qualifications, scheduling, responsibilities and assignment of AsIs;
- Establish and require TAs to observe University rules and regulations;
- To assign work locations and schedule hours of work;
- To determine how and by whose instruction is delivered;
- To introduce new methods of instruction.

Please note that it is allowable to assign an ASE to multiple sections or courses, for example, a qualified TA might be appointed to provide instructional technology support for the department as a whole or for a set of courses. A best practice would be to have that TA assigned to a faculty member who has an analogous scope of responsibilities that individual would supervise the TA and serve as the instructor of record for course 375 (see below and Appendix 3).

Workload

Article 21 defines ASE workloads. Key provisions include the following:

A TA with a 50% appointment shall not be assigned a workload of more than 220 hours per quarter or 440 hours per semester. This standard shall apply proportionately to other percent appointments.

In addition, a TA with an appointment of 50% or less shall not be assigned a workload of more than 80 hours in any one week or assigned to work more than eight (8) hours in any one day. The number of hours worked in excess of twenty (20) hours per week may not total more than 50 hours per quarter or 77 hours per semester.

TAs should initiate discussions with their supervisors as soon as they anticipate any workload related issues that would result in a violation of this article.

Facility or space may be assigned that will need to work more hours than their appointment percentage allows, as light of the additional time needed to accommodate the remote learning environment. Article 21 states that if an ASE is going to exceed the daily, weekly or term maximum number of hours of their appointment, the University shall either:

a) Increase the appointment percentage – retrospectively and/or prospectively – to be consistent with the number of work hours;

b) Modify the ASE’s work assignment such that the number of hours worked will be consistent with her or his appointment percentage and workload limits.

1 1
HIRING DOCUMENTS

ACADEMIC STUDENT EMPLOYEES

- Initial Appointment Offer Letter
- Supplemental Letter (TA Duties & Responsibilities)
- Membership Election Form

ACADEMIC STUDENT EMPLOYEES & GRADUATE STUDENT RESEARCHERS

- Statement of Understanding
- Authorization to Work Over 50% Time (if applicable)
- Dashew Approval Letter (if applicable)
- Multiple FLSA Form
- Other supplemental materials
- UCRS 419 (Statement Concerning Your Employment In A University Position Not Covered By Social Security)
- I-9 Tracker (online)
- Oath and Patent Form (online)
OVER 50% MAXIMUM – DOMESTIC/INTERNATIONAL

Over 50% Maximum (International)
Approval must be given by the Dashew Center for International Students to allow employment above the 50% maximum.

Between 51% to 75% (Domestic/International)
Additional approval must be done by:
- Department level
- Division/School level
- Graduate Division Approval

International students are not permitted to begin employment until ALL approvals have been checked-off.
Authorization to Work More than 50% up to 75% Maximum

This form is to be completed by the Hiring Unit in collaboration with the student’s academic department (if different), and relayed in the student’s file in the academic department and/or hiring unit. The form must be completed and approved with all required signatures prior to any offer and/or start of employment. Please do not submit this form to Graduate Division.

International students on F-1 and J-1 visas cannot work more than 50% time during the quarter. This is a federal regulation. Non-compliance could have serious consequences for the University. You must obtain approval from the Doshier Center prior to completing this form.

Academic Information

Name (last, first, middle) | Student ID | UCPPS Employee ID (if applicable)
Academic Department | Academic Program | Admitted Term
Cumulative GPA | Within Normative Time to Degree? Select | Expected Graduation Date
Master’s Date | Dedical ATG Date
Academic Department Contact Name | Email Address | Phone

Reason for working more than 50% time:
- The appointment will not affect progress towards degree (GPA is above 3.0)
- GSIS appointment is directly related to the student’s dissertation
- Financial reasons

If department finds critical need, the student is uniquely qualified:
- Student is in good academic standing, and is making Normative Time to Degree (if not explain below)
- Other reasons or attaching comments (optional)

Academic Signatures approval from

Faculty Mentor / Research Advisor? P:\ Date
Departmental Chair Date
School or Divisional Dean Date

Hiring Information

For the quarter/semester of:
- Fall
- Winter
- Spring

Job #1
Job Title: Select | Hours/Week: | Job % (FTE)
Hiring Contact Name | Email Address | Phone

Job #2
Job Title: Select | Hours/Week: | Job % (FTE)
Hiring Contact Name | Email Address | Phone

Job #3
Job Title: Select | Hours/Week: | Job % (FTE)
Hiring Contact Name | Email Address | Phone

Total % of all Jobs:

For jobs between 50% - 75% time, please attach a letter of justification from faculty mentor/research advisor P:\ or Chair. The letter must be kept with this form. Jobs above 75% time require an approved one-off from the Dean of the Graduate Division.
ACADEMIC APPRENTICE PERSONNEL

Information listed below is required and must be submitted with exception request. Exceptions submitted without this information will be considered incomplete and will not be reviewed by Associate Deans.

AAP Eligibility: departments are liable for covering the cost of remission benefits for approved exceptions to 3.0 GPA and TOP

If cumulative employment percentage exceeds 50%, forward an approved copy of the form Authorization to Work Alone (50% or more) to the

3.0 GPA

- Why has the cumulative GPA fallen below 3.0?
- What will be done to raise the GPA? How will the department or faculty member assist the student in raising the GPA? Describe action plan.
- If the 3.0 GPA is a contributing factor to incompletes, when will future incompletes be removed?
- Request can be submitted for term only.

TOP Exam Requirements

- If the student has taken the exam, provide explanation and the date when the exam was taken.
- If the student received a provisional pass, but will not enroll in an ESI course, provide explanation and the date when the course will be taken.
- Employment limited to one quarter only until TOP exam requirement has been met.
- If the student is requesting a permanent TOP requirement exemption, provide response for the following information:
- Provide name of institution where student obtained degree and state the language of academic instruction. What does the student intend to do?
- Did the student take the TICEL/IELTS exam? If yes, provide date of exam and indicate the overall score and subscores.
- Forward a copy of the undergraduate transcript.

Remissions

Cost of Fee Remissions: Departments are liable for covering the cost of fee remission benefits for approved exceptions to the 3.0 GPA and TOP requirement.

Residual Fee Remissions: If the student has enroled in one or more quarters, but your financial aid office has not submitted the residual fee remission, contact your financial aid office.

Late Remissions Submission

- If the request has been submitted late, provide documentation of late payment.
- Requests after the fiscal year cannot be applied on 18000 fees.

On the Online request form, provide the following information:
- No number of academic quarters the student and/or positions (excluding summer sessions) at UCLA positions include TA, RA, Special Reader, Tutor, and/or Researcher (TA or RA) appointments.
- Doctoral or ATC status required and for special students, any ATC positions (e.g., ATC, research assistant, and/or research assistant requirement)
- A statement from the department opposing how fee remission is detrimental to the student's academic progression, training perspective, and professional advancement.

ACADEMIC APPRENTICE PERSONNEL

Send supplemental information to: appointpersonnel@ucla.edu for exception types that fall under Academic Appointments Personnel, Employment & Award Requests, or Parking. Use name of student and exception ID in the subject line.
ASE Union Contact Highlights and Benefits
**Appointment Notification**

- $1,100 per quarter
- $1,600 per semester

- By March 15th of each year
- Post on a central website

**Child Care**

- New ASE’s must have a 30 minute mandatory orientation. Conducted Quarterly.

**Posting**

- University is required to forward the completed form within 5 business days

**UAW Orientation**

*Not a comprehensive list of articles*

Contract effective August 23, 2018 to June 30, 2022

https://ucnet.universityofcalifornia.edu/labor/bargaining-units/bx/contract.html
BENEFITS

**ASE’S**
- Fee Remissions
- Fee Deferral
- Advance Loans
- Childcare Reimbursement
- Childbirth Accommodation
- Short and Long Term Leaves

**GSR**
- Fee Remissions
- Fee Deferral
- Advance Loans
- Childcare Reimbursement
- Childbirth Accommodation

[Image of UCLA logo]
Childcare Reimbursement UC Policy for Fall 2020 due to COVID-19 working constraints

Currently, childcare provided by the spouse (other parent), a child of the ASE under age 19, a friend or relative living in the same household as the Academic Student Employee or someone else the ASE claims as a dependent for tax purposes is not reimbursable.

For Fall term 2020, ASEs will be permitted to seek reimbursement for childcare provided by a friend or relative living in the same household as the ASE as long as they are not:

- A person for whom the ASE (or the ASE’s spouse if filing jointly) can claim as a dependent;
- The ASE’s child who was under age 19 at the end of the year, even if the child isn't the ASE’s dependent;
- A person who was the ASE’s spouse any time during the year; or
- The parent of the ASE’s qualifying person if the ASE’s qualifying person is the ASE’s child and under age 13

As required by the IRS regulations, for purposes of reimbursement, all childcare providers who are individuals must have a valid taxpayer identification number (TIN) or social security number (SSN). If the care provider is an organization, the organization must have a valid employer identification number.
LEAVE ACCRUAL

ASEs
Are not eligible for sick leave accrual or holiday pay.
UAW Article 17.

GSRs
Appointed on a fiscal-year schedule at 50% time or more for 12 consecutive months or greater qualify for vacation leave accrual.
Must be paid upon termination/separation.
UCPath Data Entries
EMPLOYEE RELATION CODES

ASE (BX)
Covered under the Higher Education Employer-Employee Relations Act (HEERA)

GSR (99)
NOT covered under HEERA

ASE are **NOT** permitted to have a Max Head Count more than 1.
### FLSA & PAY GROUP

<table>
<thead>
<tr>
<th></th>
<th>TEACHING ASSISTANTSHIPS</th>
<th>GSR</th>
<th>READERS, TUTORS, ETC.</th>
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</thead>
<tbody>
<tr>
<td><strong>FLSA STATUS</strong></td>
<td>EXEMPT</td>
<td>EXEMPT</td>
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<td><strong>UNION CODE</strong></td>
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<td>99</td>
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<tr>
<td><strong>PAY FREQUENCY</strong></td>
<td>(MO) MONTHLY</td>
<td>(MO) MONTHLY</td>
<td>(BW) HOURLY</td>
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<td><strong>PAY GROUP</strong></td>
<td>4AC</td>
<td>4AC</td>
<td>4BH</td>
</tr>
</tbody>
</table>
STANDARD JOB PERIODS

- **FALL**
  - Begin date: 10/1
  - End date: 12/31

- **WINTER**
  - Begin date: 1/1
  - End date: 3/31

- **SPRING**
  - Begin date: 4/1
  - End date: 6/30
JOB EXECPTED END DATE

Work Location - Expected Job End Date

Expected Job End Date

End Job Automatically
TERMINATIONS

- “Expected Job End Date” field in job record does not automatically end the job record. A termination transaction must be submitted to end job record.
- Exempt employees will continue to receive payment while job is active.
- Consult with Graduate Division and/or Labor Relations for Involuntary Terminations (other than Appointment Expired).
Compensation & Pay Range Adjustment
TYPES OF EMPLOYEE PAY

✓ Base Rate – Salary or Hourly Wage.

✓ Without-salary (WOS) appointments are NOT permitted.

✓ Rewards – best ASE/GSR awards are based upon achievement as an employee are to be paid through UCPath as an employee award.

✓ Substitute TA: work performed by an ASE is compensable when coordinated and approved by the hiring unit.

✓ Childcare Reimbursement
SALARY RATES

✓ Salary scales for TAs, Readers, Tutors, and GSRs are found at:

https://grad.ucla.edu/gss/appm/aaprate.pdf

✓ *Teaching Associates* use the step 4 at UCLA.

✓ Updated 10/01 Salary Scales are now available in UCPath as of 08/24/20
### 2020-2021 Graduate Division

#### Teaching Series: Assistant, Associate & Fellow*

<table>
<thead>
<tr>
<th>Title (Job Code)</th>
<th>Monthly</th>
<th>Monthly</th>
<th>Quarterly</th>
<th>Annuals</th>
<th>Units &amp;</th>
<th>Effective October 1, 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant (2270)</td>
<td>$5,575.33</td>
<td>$2,256.76</td>
<td>$7,160.24</td>
<td>$85,168.00</td>
<td>0</td>
<td>$19,850.00</td>
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<tr>
<td>Associate (1908)</td>
<td>$5,575.33</td>
<td>$2,256.76</td>
<td>$7,160.24</td>
<td>$85,168.00</td>
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<td>$19,850.00</td>
</tr>
<tr>
<td>Fellow (2800)</td>
<td>$5,980.11</td>
<td>$2,480.05</td>
<td>$7,440.15</td>
<td>$89,281.00</td>
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<td>ATC ys.</td>
</tr>
</tbody>
</table>

#### Researcher Series: Graduate Student Researcher, Step I - X

| Title (Job Code) | Monthly (100%) | Monthly (100%) | Monthly (100%) | Quarterly (100%) | Annuals (100%) | Hours/yr (100%) | Effective October 1, 2020 |
|------------------|----------------|----------------|----------------|------------------|----------------|---------------------|
| GRP, Step I (2128) | $3,590.75 | $923.87 | $2,871.61 | $9,113.82 | $109,276.00 | 40 | $32,590.00 |
| GRP, Step II (2128) | $3,590.75 | $923.87 | $2,871.61 | $9,113.82 | $109,276.00 | 40 | $32,590.00 |
| GRP, Step III (2128) | $4,325.75 | $1,081.44 | $3,244.32 | $10,732.96 | $128,756.00 | 40 | $42,325.00 |
| GRP, Step IV (2128) | $5,952.82 | $1,488.20 | $4,464.60 | $13,393.84 | $160,720.00 | 40 | $54,952.00 |
| GRP, Step V (2128) | $4,956.00 | $1,239.00 | $3,717.00 | $11,151.00 | $133,812.00 | 40 | $43,956.00 |
| GRP, Step VI (2128) | $6,100.00 | $1,525.00 | $4,575.00 | $13,725.00 | $164,700.00 | 40 | $52,100.00 |
| GRP, Step VII (2128) | $7,245.00 | $1,811.25 | $5,433.75 | $16,297.50 | $195,587.50 | 40 | $58,000.00 |
| GRP, Step VIII (2128) | $7,295.00 | $1,823.75 | $5,471.25 | $16,387.50 | $196,462.50 | 40 | $58,295.00 |
| GRP, Step IX (2128) | $7,295.00 | $1,823.75 | $5,471.25 | $16,387.50 | $196,462.50 | 40 | $58,295.00 |
| GRP, Step X (2128) | $7,295.00 | $1,823.75 | $5,471.25 | $16,387.50 | $196,462.50 | 40 | $58,295.00 |

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### 2020-2021 Graduation Division

#### Academic Apprentice Salary Scales Continued

<table>
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<tr>
<th>Title (Job Code)</th>
<th>Hourly</th>
<th>Scale Rate</th>
<th>Yearly</th>
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<tbody>
<tr>
<td>Remedial Tutor (2286)</td>
<td>$17.85</td>
<td>$357.92</td>
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<tr>
<td>Remedial Tutor (2286)</td>
<td>$17.85</td>
<td>$357.92</td>
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<tr>
<td>Tutor Undergraduate (2820, 2031)</td>
<td>$16.94</td>
<td>$327.73</td>
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</tr>
<tr>
<td>Tutor Graduate (2820, 2831)</td>
<td>$21.57</td>
<td>$431.42</td>
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<tr>
<td>Tutor non-student (2820)</td>
<td>$20.51</td>
<td>$410.22</td>
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</tbody>
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Student assistants who have previously served in academic apprentice positions may be reappointed or advanced to the titles for which they are qualified no later than two weeks prior to the effective date of their employment. No advancements can occur for a given quarter after the beginning of that quarter. The pay rates and advancements are not automatic.

From time to time, an academic student employee may be required to perform substitute teaching work for another academic student employee. Substituting teaching work performed is compensable, and paid in accordance with the terms of the contract.

*Please refer to the Academic Apprentice Personnel Policy Manual for more information regarding general eligibility and advancement conditions.

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### Reader and Special Reader*

Readers assist with the teaching and grading of students’ papers and exams under the guidance and supervision of faculty members. Special readers are advanced graduate students who assist the faculty member who is teaching the course with the grading of students’ papers and exams in upper division and graduate level courses.

<table>
<thead>
<tr>
<th>Title (Job Code)</th>
<th>Hourly Rate</th>
<th>Special Conditions</th>
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<tbody>
<tr>
<td>Reader, Undergraduate (2800)</td>
<td>$16.49</td>
<td>Student must have earned an 'A' grade in course for which s/he is reading.</td>
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<tr>
<td>Reader, Graduate (2800)</td>
<td>$17.26</td>
<td>Student must have earned an 'A' grade in course for which s/he is reading.</td>
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<tr>
<td>Special Reader, Step I (2128)</td>
<td>$33.51</td>
<td>Student must have earned an 'A' grade in course for which s/he is reading.</td>
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</table>
Pay Range Adjustment Timeline

✔ All ASEs and GSR HR active status with an Excepted Job End Date greater than 10/01 with the following Payroll status:
  ✔ Active
  ✔ Leave
  ✔ Short Work Break

UCPath will add a new Job Data row “Comp/Pay Range Adj.”

✔ Tentative Schedule* Range adjustments are updated between 10/01 thru 10/07. There will be a freeze in PayPath Actions related to pay components (job code changes, employee classification changes, salary plan changes, pay rate changes, etc.). It only impacts ASEs and GSRs populations.

✔ You may continue to process the following transactions in UCPath during the freeze: New Hire, Concurrent Hire, Rehire, Termination, Extend Job, and Short Work Break transactions.
### Salary Plan Information

<table>
<thead>
<tr>
<th>Salary Admin Plan</th>
<th>Salary Grade</th>
<th>Step</th>
<th>Standard Hours</th>
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# JOB DATA – STEP

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</table>
Overview

ADDITIONAL COMPENSATION
Additional Compensation

Substitute TA

Substitute teaching work performed by an ASE is compensable when coordinated and approved by the hiring unit.

Best ASE/GSR Award

Awards based upon achievement as an employee are to be paid through UCPath as an employee award.

<table>
<thead>
<tr>
<th>Type of Add’l Compensation</th>
<th>Earn Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Substitute TA</td>
<td>RGN</td>
</tr>
<tr>
<td>Best ASE/GSR Award</td>
<td>AWD</td>
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</table>
**CHILD CARE REIMBURSEMENT PROGRAM**

- For registered UCLA students holding at least a 25% ASE and/or GSR appointment during the academic year and who have (a) qualified dependent(s)

- Up to $1,100/quarter or $1,650/semester

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**Verify!**

- Earnings Code
- Effective Date
- End Date
- Reason
- Pay Period Amt
- Pay Periods

### Type of Add’l Compensation

| Child Care Assistance | CCA |

**Links:**
- Childcare Reimbursement Website
- Childcare Administrative Q&As
Overview

SHORT WORK BREAK (SWB)
SHORT WORK BREAK (SWB)

A status where permitted by policy or Collective Bargaining Agreement (CBA) temporarily takes an employee off of pay status (up to 4 months) when a bonafide leave action is not appropriate.

SWB should ONLY be used for ASE/GSR under the following circumstances (no exceptions):

- In between quarters (e.g., employed fall and spring – SWB during winter)
- Winter break
- Spring break
- Summer break

Must only be used when there is an intent to return to student employment at the end of the SWB, but the job does not necessarily need to be in place.

ACTION REASON CODE: GST

LIMITED TO 4 CONSECUTIVE MONTHS.
Online Fee Remissions
FEE REMISSION BENEFITS

Employer-paid benefits applied to the appointees quarterly/semester fee assessment.

Appointment conditions determine eligibility.

Students hired as ASEs enrolled in self-supporting programs are eligible for equivalent remission benefits covered via departmental fellowship (Articles 11, 14 - UC-UAW Contract).
FEE REMISSION ELIGIBILITY

In order to qualify for ASE or GSR remissions percent appointment must be 25% time or greater not to exceed 50%

ASE’s
- 100% Tuition
- 100% Student Services Fee
- 100% GSHIP
- $100 Campus Fee

GSR
- 100% Tuition
- 100% Student Services Fee
- 100% GSHIP
- 100% Nonresident Supplemental Tuition - if employed in GSR(s) at 45% FTE or more.
FEE DEFERRALS

EXCLUSIVELY FOR AAP APPOINTMENTS

- Request access by contacting Fellowships and Financial Services.
- Departments can post deferrals upon the student’s request.
- Students have 2 additional months to pay their tuition.
- Any fellowships/loans the student receives will be used to cover any balance of fees regardless of an active fee deferral.
- Students are responsible for ensuring that fees are paid by the payback deadline. An additional $50 late charge is applicable if the fee deferral deadline is not met.
ONLINE FEE REMISSIONS SUBMISSION UNLOCKED FOR FALL 2020

- Now through October, you may submit online fee remission requests.
- Hiring department is guaranteeing that the student meets eligibility criteria and will enter UCPath appointment for those requests pending review/approval will be honored as constituted. Failure to do so, the hiring department may face sanctions and/or meet possible grievances filed on behalf of affected students.
- Do not submit fee remission requests applicable to Winter and Spring 2021 if the appointment is not yet entered in UCPath.
TIMING TO SUBMISSION UCPATH HIRING APPOINTMENT

3:00 pm on Tuesday, October 20\textsuperscript{th}, 2020
Graduate Division Academic Apprentice Hiring Checklist for Departments

**ACADEMIC APPRENTICE PERSONNEL JOB CODES**
- Reader: 902150
- Remedial Tutor: 902286
- Tutor: 902386
- Teaching Assistant: 902390
- Teaching Fellow: 902900

For more detailed information, consult the Academic Apprentice Personnel Manual for Departments.

**Student’s Name: ___________________**
**UPI: ___________________**
**Employee ID: ___________________**

1. **Determinative Eligibility**
   - Have not more than 12 quarters as an APE, by exception, only the following advancement to doctoral candidacy, no more than 18 quarters total, per APM (E-16-57).
   - Have at least 9.0 GPA.
   - Be enrolled in 12 units.
   - Approved appointment for more than 50% time, must be authorized by the Dean of the student’s school or college. Authorization forms are located [here]. International students must also obtain an I-20 approval from the Office of International Student Services (OISS).

2. **International Student, including permanent residents who do not hold a bachelor’s or master’s degree from an institution in the U.S., the student must pass a campus administered Test of Oral Proficiency (TOP) in order to be a TA.**
   - Necessary:
     - Time for the student to take the TOP through the Center for the Advancement of Teaching and validate their score.

3. **Offer an Appointment**
   - If the student meets all the requirements listed above, the letter has been sent to the job code 902290.

4. **Inform the student about the difference between UCPath for Payroll and BearDirect**
   - If the student’s address is different from the Payroll address, the University will update the address in the Payroll system.

5. **Check Student Status & Units**
   - Make sure that the student status and units are accurate, to be sure to check status and units for each student after third-week of the term.

6. **Check Disposition**
   - Inform the student about the difference between UCPath for Payroll and BearDirect for fellowship awards (sign up for Direct Deposit (UCPath)).

**Add any comments or questions here.**
IMPORTANT REMINDERS

✓ **Offer Letter** ensure the information is accurate (ASE only)

✓ **Statement of Understanding** not changing. Provide to student and keep signed copy in personnel file.

✓ **Exception Requests** for grad student employment must be approved PRIOR to providing appointment letter.

✓ **International Graduate Students** – Dashew Center approval must be obtained PRIOR to providing appointment letter (this is applicable only if F-1 employed at ≥ 50% time), also please check with Michael Williams Global Operations Director to confirm if employment may proceed.
Thank You