ASE-GSR ADMINISTRATORS
UCPATH WORKSHOP

Hershey Hall 158
Tuesday, October 2, 2018
10am – 12pm
UCLA Graduate Division
UCLA Business Transformation Office
OVERVIEW

- Person Org Summary
  Conflicting FLSAs: Exempt vs. Nonexempt

- Appointment Entry
  Smart HR Template

- Best Practices
  Uploading Paperwork

- Additional Compensation

- Short Work Break

- Terminations

- Academic Policy Updates

- COGNOS Resources

- Childcare Reimbursement

- Employee-Based Benefits

- Links & Resources
Person Organizational Summary

STOP

<table>
<thead>
<tr>
<th>Union Code</th>
<th>FLSA Status</th>
<th>Pay Group</th>
<th>Employee Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Restricted</td>
<td>N</td>
<td>4ST</td>
<td>H</td>
</tr>
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</table>
### Inter-location Appointments

#### Person Organizational Summary
- **Person ID:** [Redacted]
- **Benefit Eligibility Hours:** 20.16
- **Last Hire Date:** 05/16/2018
- **Appointment Expired:**

#### Employment Instances

<table>
<thead>
<tr>
<th>ORG Instance</th>
<th>HR Status</th>
<th>Payroll Status</th>
<th>Inactive</th>
<th>Terminated</th>
<th>Last Hire</th>
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#### Assignments

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<tr>
<th>Empl Record</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 Job End Date</th>
<th>FTE</th>
<th>Employee Class</th>
<th>Union Code</th>
<th>FLSA Status</th>
<th>Pay Group</th>
<th>Employee Type</th>
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<td>E</td>
<td>0AC</td>
<td>S</td>
<td>None</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Empl Record</th>
<th>Business Unit</th>
<th>Position Number</th>
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Concurrent Jobs w/Conflicting FLSAs

*Exempt vs. Nonexempt*

The hiring department must coordinate with other hiring unit(s) and obtain approval from the necessary Central Office(s) (APO, CHR, Graduate Division) to arrive at a single FLSA status for the hiring departments to use. Once the Central Office(s) has approved the FLSA you may proceed with the hire as directed by the central offices.
Appointment Entry – Smart HR Template

Always Use ACADEMIC Templates for ASE/GSR Hires
Hire - Split Appointments

- First job?
- Never been hired by UC?  
  - YES!
  - UC_FULL_HIRE_AC
    - New Hire Academic Template

OR

- First job?
- Previously held job at any UC?
  - YES!
  - UC_RE_HIRE_AC
    - Academic Re-Hire

- Second job?
- Wait for approved first job
  - YES!
  - UC_CONC_HIRE_AC
    - Academic Concurrent Hire

NOTE: Always take into account the Approval Workflow Engine (AWE) process before initiating concurrent hires.
VERIFIED!
- Position Number
- Job Code
- FLSA
- Union Code
- FTE
VERIFY!
Step
Comp Rate Code
Comp Rate
Comp Frequency
## Job Data/Position Data

<table>
<thead>
<tr>
<th>Teaching Assistantships</th>
<th>GSR</th>
<th>Readers, Tutors, Etc.</th>
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<tbody>
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<td>Rate Code</td>
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<tr>
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</tr>
<tr>
<td>Associate</td>
<td>001506</td>
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</tr>
<tr>
<td>Fellow</td>
<td>002300</td>
<td>UCANNL</td>
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<td>Reader</td>
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<td>UCHRLY</td>
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<td>002288</td>
<td>UCHRLY</td>
</tr>
<tr>
<td>Re. Tutor II</td>
<td>002289</td>
<td>UCHRLY</td>
</tr>
</tbody>
</table>
NEW HIRES/RE-HIRES

- Enter the following information in the comments section: (refer to attached Job-Aid for more detail on each field)
  - Citizenship Status (US Citizen, Permanent Resident or Alien Authorized to Work in US).
  - I-9 Section 2 Date
  - E-Verify Date (if employee is working on E-Verify required fund)
  - Work Authorization End Date (If there is a Work Authorization End Date)

Send I-9 form to Central Resource Unit (same as sending to Payroll Services as in the past)

If Nonresident Alien requiring GLACIER: Submit Initial GLACIER Online Entry form to request GLACIER set up: [https://request.finance.ucla.edu/secure/?frm_id=GLACIERRequest](https://request.finance.ucla.edu/secure/?frm_id=GLACIERRequest)

Note: Form will now require both UID and UCPath EmplID for the employee.
WORK AUTHORIZATION EXTENSION OR CHANGE OF STATUS

- Process I-9 re-verification (Section 3) of Form I-9
- Send information regarding change in status to workauthorization@ucop.edu
- Send I-9 form to Central Resource Unit (same as sending to Payroll Services as in the past)

If Nonresident Alien with a GLACIER record: Remind employee to update GLACIER and submit new forms ASAP.
HIRING EMPLOYEES WHO DO NOT YET HAVE SSN

If a New Hire does not have SSN at the time of hire:

• Clearly note in the comments: EMPLOYEE DOES NOT HAVE A SOCIAL SECURITY NUMBER

• Open a case to update SSN as soon as they receive a number.

If a Nonresident Alien requiring GLACIER: Make sure that they know to still update GLACIER and submit forms prior to receiving SSN, and then to update and resubmit, once they receive their number.
Best Practices
Documents to Upload

• Initial Appointment Offer Letter
• Supplemental Letter (TA Duties & Responsibilities)
• Statement of Understanding
• Authorization to Work Over 50% Time (if applicable)
• Dashew Approval Letter (if applicable)
• Multiple FLSA Form (coming soon)
• Other supplemental materials

HELPFUL HINTS/LINKS

All uploaded Documents MUST be Completed and Signed!
Appointment Paperwork Process

- **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).

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**SAMPLE APPOINTMENT LETTER**

*Institution name*  

*Department Name*

*Date*

*Student Name*

*Position Title*

*Employment Status (e.g., Teaching Assistant)*

*Departmental Title*

*Job Title*

*Salary*

*Start Date*

*End Date*

*Benefits*

**STATEMENT OF UNDERSTANDING**

**UCLA Academic Appointments Policy:** Permission Benefits for International Students

*A statement about the terms of employment for international students*

**Authorization to Work More Than 50% Time**

*Information on working more than 50% time*

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*Sample text from the appointment letter*

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*Sample text from the statement of understanding*

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*Sample text from the authorization to work more than 50% time*
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>
</tr>
</tbody>
</table>
Childcare 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

Links:  
Childcare Reimbursement Website  
Childcare Administrative Q&As
Short Work Break

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

Action Reason Code: **GST**

Limited to 4 consecutive months.

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.
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).
Academic Apprentice Personnel (AAP) Policy Reminders and UCPath
Job Code & Step Changes

• **Academic Apprentice Personnel** No retroactive changes are allowed for ASE/GSR job codes or steps after the quarter begins

• **TAs** - Advances are made upon recommendation by the chair of the department, based on performance evaluations by supervising faculty (which must be documented if advancement)

• **Promotions/step advancements** must occur no later than two weeks before the beginning of the appointment
12/18 ASE Quarter Rule

No more than 12 quarters as an ASE. Approval for appointments beyond this limit must be obtained before the start of the proposed appointment term (only if student has Advanced to Doctoral Candidacy).

12/18 ASE Quarter Count Report

Contact your GD Fellowships & Financial Services workgroup representative, provide UID and Empl ID.

Allow 5-7 working days.

All UC-wide ASE appointments count towards the quarter count. The Person Org Summary will display all ASE appointments for LA, Merced, Riverside, Santa Barbara. Utilize it to identify ASE appointments from other UC campuses.
Data/Reporting Resources
COGNOS (CDW) Reports

Graduate Student File Creation Report

• To determine fee remission eligibility based on job FTE
• Generates a list of students hired in ASE/GSR job codes if their job FTE is 25% or higher.

IMPORTANT: Academic eligibility **must** be validated PRIOR to hiring.

If Grad Div identifies an ineligible student holding an ASE/GSR position, remission benefits will be automatically removed. The department may be held liable for paying remissions “out-of-pocket.”
SELECT: UCPath Reports > Systemwide Reports > Workforce Administration > Graduate Student File Creation Report
Parameters: Enter ‘Time Period’ and ‘Dept ID’

Enter Year and Month range from below time period.

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>June</td>
<td>June</td>
</tr>
<tr>
<td>2018</td>
<td>2018</td>
</tr>
</tbody>
</table>

**Business Unit**
- Location: 4 - UCLA LOS ANGELES
- Business Unit: LACMP - UCLA Campus
- Organization: ALL
- Division: 
- Sub Division: 
- Department ID: 0875
- Department Desc: 0875-PSYCHOLOGY

**R-219 Graduate Student File Creation Report**

| Employee ID | Employee UCL A ID | Employee Primary Full Name | FAU | Job Employee Record Num | Job Effective Date | Department ID | Department Desc | Expected End Date | Job Code | Job Code Desc | Job FTE Number | Job Annual Rate |
|-------------|------------------|-----------------|-----|-------------------------|-------------------|---------------|-----------------|-----------------|-----------------|-------------|---------------|----------------|-----------------|
|             |                  |                 |     |                         |                   | 087500        | Psychology      | 09/30/2018      | 0003270         | GSR-PARTIAL FEE REM | 0.50          | 23,652.00     |
|             |                  |                 |     |                         |                   | 087500        | Psychology      | 12/31/9999      | 0003270         | GSR-PARTIAL FEE REM | 0.50          | 17,527.50     |
|             |                  |                 |     |                         |                   | 087500        | Psychology      | 12/31/9999      | 0003270         | GSR-PARTIAL FEE REM | 0.50          | 20,187.00     |
COGNOS (CDW) Reports

Distribution of Payroll Expense Report (DOPE)

• To verify fee remission charges for students and to reconcile ledgers
• Canned Report
  • Prepared in advance for repeated use (campus-wide)
  • Parameter-driven (Can run by Dept, FAU, UCLA UID, or UCPath ID)
  • Cannot save your own version
  • Downloadable to Excel and filtered
• Includes breakdown of fee remissions charged to the department
  • Sums the fee remission charged per student for the pay period selected

The Distribution of Payroll Expenses (DOPE) report includes the breakdown of fee remissions charged to the department for students receiving fee remission benefits. There is also a field that sums the total fee remission charged per student for the pay period. It is labeled “Graduate Student (TOTAL).”
DOPE Report - Verify Fee Remission Charges

SELECT: UCPATH Reports > Systemwide Reports > Payroll > Distribution of Payroll Expenses (DOPE)
The amounts are displayed towards the end of the row per eligible student under fields: Grad Stud Hlth Insur Amt (GSHIP), Grad Stud Tuition Rem Amt (TUITREM), Grad Stud Fee Rem Amt (FEEREM), and Grad Stud Part Fee Rem Amount (GSPFR).
Employee Based Benefits

ASE
- Fee Remissions
- Advance Loans
- Childcare Reimbursement
- Childbirth Accommodation Funding
- Fee Deferral
- Sick Leave

GSR
- Fee Remissions
- Advance Loans
- Childcare Reimbursement
- Childbirth Accommodation Funding
- Fee Deferral
- Vacation

For a list of additional benefits, see the UAW/UC contract.
Links & Resources

UCPath
UCPath Training Resources & Help
UCPath Training Glossary
DOS to Earning Code
UCPath Help Site
UCPath Job Aid: Template Transactions
At-A-Glance - Hire/Rehire
Job Aid: Concurrent Hire – Aligning FLSA Status
UCPath FAQ

Graduate Division
Go.Grad
Academic Apprentice Hiring Checklist for Depts
Academic Apprentice Personnel Manual
Academic Apprentice Salary Scales
Authorization to Work More than 50% Time
Statement of Understanding
Online Fee Remissions

Fee Deferral Resources
Fee Deferral Access Request Form
Fee Deferral Instructions
Fee Deferral Statement of Understanding
Fee Deferral Payment Deadlines – Term Calendar
UCPath Center
855.982.7284
ucpath.ucla.edu

UCPath Portal
ucpath.universityofcalifornia.edu