Academic Apprentice Personnel Policy

Fellowships & Financial Services
Agenda

- Overview ASE & GSR Titles
- General Policies Concerning ASEs & GSRs
- ASE/GSR Benefits
- ASE Contract Highlights
- Helpful Hints & Reminders
Academic Apprentice Personnel Titles

Academic Student Employees (ASEs)
- Tutors and Remedial Tutors
- Assistant, Associate, and Fellow
- Readers and Special Readers

Graduate Student Researchers (GSRs)
- Graduate Student Researchers
AAP Title Codes

ASEs (Under UAW contract)

- 2310 Teaching Assistant
- 1506 Teaching Associate
- 2300 Teaching Fellow
- 2850 Reader
- 2852 Special Reader
- 2288 Remedial Tutor I
- 2289 Remedial Tutor II
- 2860 Tutor

Graduate Student Researchers (no contact)

- 3276 Graduate Student Researcher
Teaching Titles

Primary duty is to assist in all aspects of instruction under faculty supervision (Instructors of record):

- Sectional/Laboratory/Fieldwork Teaching
- Advising
- Grading (cannot be only duties)
- Tutoring
- Limited Lecturing
TA Classifications

Assistant
No prior experience necessary.

Associate
Has Master’s Degree or completed at least 36 units of graduate coursework (courses 375 or 495 excluded) and at least one academic year of UCLA TA experience.

Fellow
Requires Advancement to Doctoral Candidacy (ATC) and at least two years of UCLA TA experience.
Readers and Special Readers

Readers
- Supervised by Faculty – “Instructor of record”
- Faculty has sole/final responsibility for grading policies and procedures
- Course grade of “B” or higher to qualify

Special Readers
- Advanced graduate student hired for undergraduate upper division or graduate level courses
- B+ or higher in the course to qualify
- Requires Graduate Division Approval
Graduate Student Researchers

Assist faculty with scholarly research

May or may not collaborate in the publication of research results

Cannot be assigned:
- Teaching
- Administrative
- General assistance duties
Tutors

Remedial Tutors

- Individual or small group review instruction.
- Supervised by faculty "instructor of record" or designated staff.
- Undergraduate Education are the primary users of Tutor titles.
GRADUATE STUDENT RESEARCHERS (GSRs)
The GSR 10 Step

Campus-wide criteria for GSR appointments are:

- 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
## GSR - 10 Step chart

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GSR PAY SCHEDULE

GSR is an exempt title and therefore should be paid monthly with a fixed appointment. This is due primarily to meet the FLSA exemption:

Reporting Time for Exempt Employees

Exempt employees regularly receive a predetermined salary each pay period, and the amount is not subject to reduction because of variations in the hours they work. In addition, exempt employees are not eligible to receive any compensation for straight overtime, premium overtime, compensatory time, call-back, on-call, shift differential or extra compensation for holiday work. Use of vacation and sick leave is recorded in one-day increments. Absences of less than a day (or less than a regular shift for part time employees) are not charged against accrued leave time. When an employee has exhausted all available accrued vacation and sick leave, salary is not reduced ("docked") for absences of less than a full day. Work schedules may fluctuate and vary based on operational need, but exempt employees are not required to record their work time for purposes of receiving their established salary.
Leaves for GSRs

Leaves may include:
- Military leave
- Childbearing leave
- Jury Duty
- Parental leave
- Family leave
- Sick leave

Unpaid or paid by the department.
GSRs – Jury Duty

GSRs are not eligible for jury duty pay.

GSRs can seek postponement of service when possible.

It’s the GSR’s responsibility to seek an excuse from service.
GENERAL POLICIES CONCERNING AAP TITLES
Hiring Criteria

To qualify for an AAP appointment:

- Registered/continuously enrolled for the appointment term.
- Actively supervised by an UCLA faculty member.
- Minimum cumulative 3.0 G.P.A.
Hiring Criteria Continued

- Minimum 12 units during appointment term, by the third week.

- Students hired under the TA series must enroll in 375 course for each term they’re hired.

https://grad.ucla.edu/gss/appm/guidance375-495courses.pdf
Employment Cap - 12/18 Quarter

- **TA Appointments** – 12 quarters or 4 years up to a maximum of 18 quarters or 6 years.

- Appointments beyond 12 quarters or 4 years, requires advancement to candidacy and GD approval.
TAs for Graduate Level Courses

If a department wants a graduate student to be a TA for a graduate level course, the student must meet the following criteria:

A. Completed 3 quarters of graduate coursework at UCLA
B. Earned an A- or better in the course (or an equivalent course at another institution)

The department must also provide assurances that an appropriate level of training in ethical conduct has been incorporated into the department’s TA training, e.g., through course 495

https://grad.ucla.edu/gss/appm/aapmanual.pdf
Departmental Scholars

Departmental Scholars are distinguished undergraduate students recognized by departments, are eligible for apprentice teaching appointments in lower division courses only and with departmental endorsement and Graduate Division approval after the qualified pool of graduate students is exhausted.

Departments are responsible for ensuring that the appointee receives appropriate training in ethics and standards in teaching, including fairness in evaluation and student privacy. Note that these appointments will count toward the UC 12-quarter TA limit.
Departmental Scholars

- Cannot exceed 25% appointment in any given term.
- Must have a 3.5 GPA.
- Must have completed 12 quarters at UCLA if entered as a freshman or 6 quarters if entered as a transfer.
- Must have completed 8 upper division courses toward the undergraduate major.
- Must be enrolled in at least 12 units.
- Must enroll in the same 375 and 495 TA training and pedagogy courses that are required of graduate students in their respective departments.

Lecture Titles

Please note that campus policy prohibits the employment of graduate students in academic (e.g., lecturer, assistant professor) titles.

This policy was established to ensure that graduate students:

- Make timely progress toward the degree.
- Not be subjected to the conflicting roles of student and faculty member.
- Not be involved in the instruction of their peers.

Under section D here is the policy for Graduate students:

d. A registered student or candidate for a higher degree at this University shall not be given the title of Senior Lecturer, and unless an individual exception is made by the Chancellor, the student or candidate shall not be given the title of Lecturer.
Non-AAP Titles

For non-AAP titles, please utilize the expanded list of student based-titles that correspond to staff related designations.

www.chr.ucla.edu/chr/portal/docs/comp/compdock-student-titles-all.pdf
If a student is not registered and enrolled for any reason, they are not eligible to hold any Academic Apprentice Personnel titles.
Working Hours

100% is equal to 40 hours of service per week.

For Teaching apprentices, the hours should include:

- Attending Faculty lectures
- Preparation
- Classroom Teaching
- Office consultations
- Other duties required to carry out teaching duties

For Research personnel, the hours should include time spent in all research tasks.
Percent-Time Maximums

- **Academic Year** - 50% time maximum.

- **Inter-quarter/Summer sessions** - Up to 100% time if one of the following apply:
  - Eligible the preceding quarter
  - Will be registrared and enrolled in the fall term
  - Submitted intent to register (SIR) the fall term if they are new entering students.

[link to page on percent-time maximums](https://grad.ucla.edu/gss/appm/maxemploy.pdf)
International Students - Employment Restrictions

TOP: Test of Oral Proficiency.
Must be taken by international students, including permanent residents, whose first language is not English and who do not hold a bachelor’s degree from an institution in the U.S. and who plan to be employed as a TA.

Approval must be given by The Dashew Center for International Students to allow employment above the 50% maximum. Once done then another approval process is done at the department, division, or school level before the student can work the appointment.

http://www2.oid.ucla.edu/units/top
https://grad.ucla.edu/gss/appm/aapmanual.pdf

Academic Apprentice Personnel Manual Pages 3 & 6
Standard EDB Appointment Periods

**Fall**
Start Date: October 1
End Date: December 31

**Winter**
Start Date: January 1
End Date: March 31

**Spring**
Start Date: April 1
End Date: June 30
Salary Rates

Salary scales for TAs, Readers, Tutors, and GSRs are found at: http://www.gdnet.ucla.edu/gss/appm/appmintro.htm

Range adjustments normally occur at the beginning of October.

When hiring AAPs, always use the current salary scales. Do not estimate what the October salary increase will be. Sometimes an increase is smaller or larger than expected.
Reappointments or advancements – *no later than three weeks prior to the effective date of employment.*

No advancements within a quarter.
Reappointments / advancements are not automatic.
Summer Appointments

Same policies apply for summer session appointments, with the following caveats:

- Enrollment is not required provided the student was registered the preceding Spring or has submitted a Statement of Intent to Register the following Fall;

- Appointments do not count toward 12/18 quarter rule, but count as qualifying advancement experience.
Additional Terms & Restrictions

- Without-salary (WOS) appointments are not permitted.
- Appointments terminate after one academic year, unless express notification of a longer period is given.
- Apprentice personnel who fail to meet their assigned duties may be subject to:
  - termination
  - denial of reemployment
  - other sanctions
Statement of Understanding

Signed document acknowledging employment conditions, receiving remissions and other benefits.

All AAP hires must be provided this document and must read and sign it. The document also must be signed by the departmental personnel administrator.

Keep signed original in the employee’s file.
Who Has Representation?

Academic Student Employee

ASEs – Represented under the Higher Education Employer-Employee Relations Act (HEERA) by the UAW

Academic Student Employee

Current ASE agreement is from June 2014 through June 2018

Graduate Student Researcher

GRSs currently not represented.
Labor Relations Codes

• When inputting the Labor Relations Code in EDB:

  ‘H’: ASE appointments

  ‘I’: GSR appointments

  ‘H’ default when appointed with both ASE and GSR appointments
Benefits
Fee Remission Benefits

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

- 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).

- Appointment conditions determine eligibility.
Fee Remission Eligibility

In order to qualify for ASE or GSR remissions:

- 25% time or greater appointment(s)
- 12 units or more during the appointment term
- Minimum 3.0 GPA
What do remissions cover?

ASE/GSR Remissions
Include:

UCSHIP at (100%)
Fee Remission I at
(100%) – Tuition
Fee Remission II at
(100%) – Student
Services Fee

Non-resident ASEs may be eligible for additional funding:

Nonresident Supplemental Tuition augmentation. UAW contract - Appendix E side letter

GSR may be eligible for an additional remission category:

NRST Remission (100%) – Nonresident Supplemental Tuition (combined GSR appointments at 45% time or greater)

http://ucnet.universityofcalifornia.edu/labor/bargaining-units/bx/contract.html
NRST Remission Restrictions

Graduate Division allocations or Special Fellowship awards cannot cover GSR NRST.

No reimbursement under 19900 salary source. The hiring department is responsible for identifying non-state funds to cover GSR NRST.
Fee deferrals and the Statement of Understanding

All academic apprentice personnel are eligible to receive a fee deferral for registration fees assessed during the quarter in which they serve as an academic apprentice.

You (the student) are responsible for ensuring that these fees are paid by the payback deadline. In general, the deferred payment deadline is two months after the standard quarterly due date. If your fees are not paid by this date, you will be liable for an additional $50 late charge.

Please contact your departmental administrator to request a fee deferral. Please note that fee deferrals cannot be reversed and if you decide not to enroll after a fee deferral has been posted, you are still liable to pay the registration fees.

https://grad.ucla.edu/gss/appm/appmintro.htm
Fee Deferrals

AAP appointees have 2 additional months to pay their assessment.

Departments can post deferrals.

Request access by contacting Fellowships & Financial Services.

Funding the student receives will be used to cover the balance regardless of an active fee deferral.
Leave Accrual

ASEs are not eligible for sick leave accrual or holiday pay. UAW Article 17 GSRs can be eligible for Vacation.

Only GSRs appointed on a fiscal-year schedule (11/12) at 50% time or more for 12 consecutive months or greater qualify for vacation leave accrual.

All, but the enclosed mentioned GSRs, 09/09 are coded ‘N’ for leave accrual; eligible GSRs 12/12 are coded ‘E’.
Graduate Division Audits

In order to ensure compliance with University AAP hiring policy, Graduate Fellowships & Financial Services performs continuous quarterly audits;

Departments are notified of all students in violation. Where applicable, students’ remissions and Graduate Division Fellowships are cancelled by Fellowships & Financial Services. The Audits preformed include;

- **Before Quarter Starts:** TOP scores and GPA for all AAP appointments
- **Third-Week Snapshot:** GPA, enrollment and percent-time effort
- **Fourth Week:** For TA, Reader, and Tutor eligibility
- **End-of-Quarter:** includes GPA, enrollment, percent effort, minimum hours and 12/18 quarter rule
ASE Contract Highlights
The ASE Contract

Posted by the Office of the President, the contract provides changes to the general administration of ASE appointments, in addition to salary and benefit enhancements.

A copy of the contract can be found at:

http://ucnet.universityofcalifornia.edu/labor/bargaining-units/bx/contract.html
### UAW Contract & what you should know

<table>
<thead>
<tr>
<th>Article</th>
<th>Title</th>
<th>Important point(s)</th>
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<td>2</td>
<td>Appointment Notification</td>
<td>Year–Long appointments are preferable</td>
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<tr>
<td>3</td>
<td>Appointment Security</td>
<td>Once contract signed, student must be made whole</td>
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<tr>
<td>4</td>
<td>Child Care</td>
<td>$900.00 per quarter, $1350.00 per Semester</td>
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</table>
### UAW Contract & what you should know

<table>
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<th>Article</th>
<th>Title</th>
<th>Important point(s)</th>
</tr>
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<tbody>
<tr>
<td>8</td>
<td>Discipline &amp; Dismissal</td>
<td>ASE can appeal to the Dispute Resolution Panel whose decision will be final and binding.</td>
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<tr>
<td>12</td>
<td>Grievance &amp; Arbitration</td>
<td>Grievance &amp; Arbitration is a long process &amp; you must document everything.</td>
</tr>
<tr>
<td>17</td>
<td>Leaves</td>
<td>ASEs are covered for Jury Duty and GSRs are not.</td>
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</table>
## UAW Contract & what you should know

<table>
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<th>Article</th>
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<td>Posting</td>
<td>Projected ASE openings must be provided by March 15(^{th}) for the upcoming year.</td>
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<td>Training &amp; Orientation</td>
<td>Repeated training not part of work load</td>
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<tr>
<td>31</td>
<td>Work Load</td>
<td>50% 220 hours per Quarter</td>
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Appointment Posting (Article 22)

By March 15th of each year, the University shall begin posting information regarding ASE appointment opportunities for the following academic year on a central website: http://www.gdnet.ucla.edu/gss/ase/index.html

The website contains:

- Projected # of ASEs in each dept. for the upcoming AY
- An employment non-discrimination statement
- General description of duties
- Minimum qualifications by classification established by the University
- A statement indicating that exceptions to minimum eligibility qualifications may be granted by the University
- Hiring unit contact person for ASE positions
Appointment Conditions

All ASE Hires must be provided the following:

- Initial Notice of Appointment.
- Supplemental Appointment Letter.
- UAW Local 2865 Membership Election Form.
- Statement of Understanding.
TA series nominees who are non-citizens of the US and whose native tongue is not English must pass the TOP exam in order to qualify for appointment. (those who possess a US based Bachelorette degree are exempt);

TOP (Test of Oral Proficiency): administered by the Office of Instructional Development. For more information visit: http://old.ucla.edu/training/top
Appointment Notification for TAs (Article 2)

**Initial Appointment Letter:** The sponsoring department shall provide in the Spring quarter or as soon as practicable after hiring decisions are made, a written notice of appointment (e.g., letter or e-mail).

This letter will include:

- Applicable appointment title
- Percentage
- Effective dates
- Salary rates
- Health and other applicable benefits or deductions
- Hiring unit
- Hiring unit contact
- Response requirements if any
- A statement that the position is covered by the collective bargaining agreement
- Time and place of any applicable ASE orientations
- The contract website
- A statement that the name and department address of all ASEs are released to the UAW each term
Appointment Notification
Reader, Remedial Tutor and Tutor (Article 2)

Initial Appointment Letter: The sponsoring department shall provide in the Spring quarter or as soon as practicable after hiring decisions are made, a written notice of appointment (e.g., letter or e-mail).

This letter will include:

- Applicable appointment title
- Percentage
- Effective dates
- Salary rates
- Health and other applicable benefits or deductions
- Hiring unit
- Hiring unit contact
- Response requirements if any
- A statement that the position is covered by the collective bargaining agreement
- Time and place of any applicable ASE orientations
- The contract website
- Faculty member or supervisor
- Location where the work will be performed
- Class assignment, if applicable
- Department reader/tutor pay formula
- Description of required duties
- May include estimated time for effective completion of each duty
- A statement that the name and department address of all ASEs are released to the UAW each term
Supplemental Appointment Letter
(Teaching Assistant, Associate, Fellows & Special Readers)

After the initial appointment letter is signed and returned by the student, the hiring department will provide a second letter with supplemental information at least 30 days prior to the beginning of the term.

This letter will include:

- Description of required job duties
- Faculty Member or supervisor
- Location where the work will be performed
- The class assigned
- Departmental policy on class
- Section and/or lab size where it exists
- Estimated time for completion of each duty
- Expectations, such as attending lectures or discussion groups, and any other details that need to be in writing.
- Provide information on the eligibility requirements for remission benefits (Statement of Understanding)
Appointment Notification for ASEs (Article 2)

Year Long Appointments are Preferable

However the University is not obligated to offer them if it is not practicable.

Appointment letters must now include a statement about all gender restroom access

Sample language: “An ASE who anticipates the need for access to an all gender bathroom during the course of the appointment should refer to article 20 – section F for the applicable process and make the request as soon as possible.”

http://ucnet.universityofcalifornia.edu/labor/bargaining-units/bx/contract.html
Provide copies of the Membership Election Form and Instruction Sheet to all new Academic Student Employees in your department when they are completing W-2 and I-9 information.

Please contact Alexis O’Connor in Labor Relations at x40867 or email: aroconnor@chr.ucla.edu if you have questions.
Leaves for ASEs (Article 17)

Military: paid to the extent as required by applicable laws.

Short-Term Family-Related: grant an ASE reasonable request for leave.
  - Personal illness and/or disability
  - Birth, adoption, care of a child/family member
  - Family emergencies

Bereavement

Jury Duty
Child Care (Article 4)

SYSTEMWIDE CHILD CARE REIMBURSEMENT PROGRAM

Up to $900 per quarter/summer or $1,350 per semester

Has at least 25% ASE with qualified dependent(s).

Defined as children in ASE custody who are 12 or under as of July 1st.

https://grad.ucla.edu/%5C/gss/childcare/index.html
TA Training

The Office of Instructional Development (OID) coordinates formalized TA training programs, and provides funds to support departmental TA training.

OID issues as well *The TA Handbook* every year, a copy of which should be retained in every department.
ASE Benefits and More…

Financial
- Fee Remissions
- Fee Deferrals
- TA Advanced Loans
- Student FICA Exemption
- Tax Treaty Exemptions
- Parking Privileges

Family
- Pregnancy Disability Leave
- Childbearing Leave
- Child Care Reimbursement
- Paid Family Leave

Leaves
- Jury Duty
- Long Term Leave
- Paid Medical Leave
TA Advanced Loans

Interest-free salary advance - Up to two months in advance of their first paycheck.

Deductions to repay the loan are taken from the appointee’s second & third paychecks.

Submit promissory note to Fellowships & Financial Services Office. (Form is on Jasmine GD intranet site)

Students must pick up the check in person at Student Accounts (1121 Murphy Hall). Allow 7-10 working days from the date it is received in the Fellowships & Financial Services Office.
HELPFUL HINTS & REMINDERS
AAP POLICY CHECK LIST

Before processing an AAP appointment make sure the student meets the following criteria:

- GPA => 3.0
- Units = 12
- 12/18 TA quarter rule: 12 quarters with 18 quarter maximum via exception
- If TA: F1 or J1 have passed the TOP (7.1 or higher)
- > 50% appointment – Has Departmental/Dean Approval (if international, Dashew must review and authorize first)
- Has completed tax documentation via GLACIER
- Has read and signed the Statement of Understanding

https://grad.ucla.edu/gss/appm/aapchecklist.pdf
## Important codes to remember

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**Column Name (Long):** UC Student Status Code-EDB

**Description:** Indicates whether an employee is a UC student.

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**User Hint:** No information is available at this time.

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<td>not registered, graduate degree candidate at another UC campus</td>
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<td>undergraduate student at another UC campus</td>
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<td>7</td>
<td>graduate student at another UC campus</td>
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Make sure to use the proper code when processing an appointment for a graduate student.
On Line Remissions

When processing remissions for your AAP students make sure you have all the appointment information.

Make sure the appointment has been posted in the EDB system and the appointment percentage is over 25% to qualify the student for remissions.

Key in JASMINE.gdnet.ucla.edu or go into the site from Go.Grad.ucla.edu.
On-Line Remission Review

### Financial Services

**Process Transactions**

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<td>1066.82</td>
<td>$1,066.82</td>
</tr>
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</table>

**Grand Total:** $5,146.82

**Status:** Awaiting Review

**GDSS Comments:**

There are no FAM Awards for this UID within the award year.

<table>
<thead>
<tr>
<th>Title Code</th>
<th>Title</th>
<th>Department</th>
<th>Begin Date</th>
<th>End Date</th>
<th>% Fulltime</th>
</tr>
</thead>
<tbody>
<tr>
<td>GSR-PARTIAL FEE REM</td>
<td>0070 - EDUCATION</td>
<td>1/15/2016</td>
<td>6/30/2016</td>
<td>15</td>
<td></td>
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</tbody>
</table>

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2 transactions found. Displaying results 2 to 2
Billing And Receivables (BAR) Shot
QUESTIONS?