Academic Student Employee (ASE)/Graduate Student Researcher (GSR)  
Childcare Reimbursement Program  
Administrative Q & A’s

1. Q. WHAT IS THE REIMBURSEMENT AMOUNT?
   A. $900/ quarter or $1,350/semester

2. Q. WHO IS FUNDING THE GSR REIMBURSEMENT COSTS?
   A. The costs will be covered by a central campus pool for the first two years through June 30, 2015.  
   Subsequent years to be determined.

3. Q. WILL HIRING UNITS BE REQUIRED TO VERIFY THE AGE OF THE CHILD? DOES A BIRTH CERTIFICATE  
   NEED TO BE SUBMITTED?
   A. The ASE/GSR will certify the age of the child on the reimbursement request form. Under this  
   program the eligible dependent shall include children, in the custody of the ASE, who are age 12 or  
   under on July 1st.

4. Q. IF AN ASE/GSR BECOMES ACADEMICALLY INELIGIBLE AFTER HAVING RECEIVED REIMBURSEMENT  
   DURING A TERM WILL REPAYMENT BE REQUIRED?
   A. No, if the ASE/GSR was eligible at the time the child care coverage was provided repayment will not  
   be required.

5. Q. HOW IS AN APPLICABLE CHILD CARE PROVIDER DEFINED?
   A. The child care provider must be licensed with a valid tax ID or Social Security number. If the center  
   cares for six or more dependents who are not residents, it must comply with all state and local  
   licensing laws and applicable regulations. Child care provided by the spouse, a child of the ASE under  
   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.

6. Q. IF TWO ASEs/GSRs ARE BOTH ELIGIBLE TO CLAIM THE CHILD CARE REIMBURSEMENT DOES THAT  
   MEAN THAT THE MAXIMUM TOTAL REIMBURSABLE PER HOUSEHOLD IS $2,700?
   A. NO, each individual is entitled up to $900/quarter or $1,350/semester. However, the same child  
   care service for the same time period can only be claimed once. Each ASE/GSR must submit a  
   reimbursement form. For example, if the child care cost was $1,000 during the Fall term, the first  
   ASE/GSR could claim $900 and the second could claim the additional $100.

7. Q. IF A STUDENT IS HIRED AS AN ASE 25% AND GSR 25% IS HE/SHE ELIGIBLE FOR REIMBURSEMENT  
   UNDER EACH APPOINTMENT FOR THE SAME PERIOD?
   A. NO, the student is only eligible for one benefit for a total of $900/quarter of $1,350/semester.
8. Q. ARE ASEs/GSRs ELIGIBLE FOR REIMBURSEMENT FOR SUMMER?

A. Yes, up to $900.

9. Q. CAN REIMBURSEMENT BE PAID THROUGH PAYROLL IF THE STUDENT EMPLOYEE HAS TERMINATED?

A. Yes, payment can be made as long as the employee remains in the Payroll/Personnel System – this is usually for at least 13 months after separation.

10. Q. CAN A TERMINATED EMPLOYEE RECEIVE AN ELECTRONIC DEPOSIT?

A. Generally Direct Deposit is not cancelled until about one month after an employee is separated. If reimbursement is made within that period of time the ASE/GSR will receive a direct deposit, otherwise a paper check will be issued.

11. Q. HOW WILL THE REIMBURSEMENT BE TAXED?

A. The reimbursement will be subject to Federal tax withholding at 25% and State tax withholding at 6%. Defined Contribution Plan (DCP) and Medicare will be deducted if applicable. Reference: Federal Regulations 31.3403(g)-1.

12. Q. HOW IS A 25% APPOINTMENT DEFINED FOR PURPOSES OF THIS PROGRAM?

A. The ASE/GSR must be appointed so that over the term of the appointment the average time is at least 25%. An ASE/GSR might be appointed for 50% time for one-half of the term which would result in the average over the term being 25%.

13. Q. ARE NON-19900 FUNDS ELIGIBLE FOR REIMBURSEMENT?

A. The eligible ASE/GSR salary must be 19900 funded. Only BXC reimbursements charged on 19900 are centrally funded. Click here for more details.
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**PAYROLL / PERSONNEL**  
**ONE-TIME PAYROLL PAYMENT AUTHORIZATION**  
UPAY564 (0997) R138

| DATE | NUMBER | LOCATION | ACCOUNT | CONTESTED | FUND | PROJECT | ERG | DEC. | DESC. | NIH | OARN | PAYMENT |資金 | PAYROLL |  |  |
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**REASON:**

To reimburse for child care expenses incurred during the Fall Quarter of 2007. Receipts on file.

**PAYING CAMPUS AND ACCOUNT OTHER THAN HOME CAMPUS**

**REIMBURSEMENT PAID FROM** Department Funds

**DESCRIPTION OF SERVICE CODES**

IMX = UNIVERSITY EXTENSION  
CONS = CONSULTING  
MON = monochrome  
ADP = Additional Compensation  
BYA = BY AGREEMENT  
BYB = BY AGREEMENT (BENEFITS)  
SPA = SPECIAL PERFORMANCE AWARD

**APPROVED BY**

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**REIMBURSEMENT CONSENT**

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**NOTE:** Any payee not on campus payroll must be submitted on department's behalf.