

# **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 1<sup>st</sup>.

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 or \$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. Click [here](#) for more details.

### Attachment 1 – Example of BXC Pay Transaction on the 'EDFT' Screen

PPETFT0-E1064 Dept. Time Reporting 03/11/08 08:36:42  
12/20/07 15:22:24 One Time Payment (EDFT) Userid: PAYUSR1  
ID: 000050049 Name: CODDLE,MOLLY Emp Status: I  
Pay End: 01/31/08 Check Date: 02/01/08 Pay Cycle: MO Page 1 of 1  
E T D W  
R Y U PerEnd S  
C Seq LACFPS C P C Ttl DOS Amount MMDDYY P  
00002 3 400100 19900 2 2310 BXC 00300.00 123107

Next Func: ID: 000050049 Name: SSN:

Seq No: Pay Cycle: MO Pay End: 013108

U0001 Input accepted

===>

F: 1-Help 2-Cancel 4-Print 5-Update

F: 9-Jump

**Attachment 2 – One-Time Payment Authorization UPAY 564**



**PAYROLL / PERSONNEL  
ONE-TIME PAYROLL PAYMENT AUTHORIZATION  
UPAY564 (R8/97) R1138**

EMPLOYEE ID NO.						EMPLOYEE NAME												DEPARTMENT	CAMPUS	PROCESSIN
0101015010149						COODLE, MOLLY												LES	DMHS	

  

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
SEQUENCE NUMBER	LOC	ACCOUNT	COST CENTER	FUND	PROJECT	SUB	E R C	T Y P	D U C	TITLE CODE	DESC SERV	BY AGREEMENT AMOUNT	PAY PERIOD END DATE																																																																																						
C		FT	941011010		19900			2		231P	BXC	0030000	123107																																																																																						
C		FT																																																																																																	
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TOTAL AMOUNT																																																																																																			

REASON: *TO REIMBURSE AGE FOR CHILD CARE EXPENSES INCURRED DURING THE FALL QUARTER OF 2007. RECEIPTS ON FILE.*

PAYING CAMPUS AND ACCOUNT IF OTHER THAN HOME CAMPUS: *REIMBURSEMENT PAID FROM DEPARTMENT FUNDS*

- DESCRIPTION OF SERVICE CODES
- UNX - UNIVERSITY EXTENSION
- CNS - CONSULTING
- HON - HONORARIUM
- ADL - ADDITIONAL COMPENSATION
- BYA - BY AGREEMENT
- BYL - BY AGREEMENT (LEAVE BENEFITS)
- SPA - SPECIAL PERFORMANCE AWARD

I HEREBY CERTIFY THAT THE "BY AGREEMENT" AMOUNT INDICATED IS IN ORDER FOR PAYMENT.	DATE
APPROVED BY	DATE
PERSONNEL OFC.	DATE
ADDITIONAL AUTHORIZATION	DATE
	DATE

RETM - ACCOUNTING - 5 VRS SUBJECT TO CONTRACT AND GRANT REQUIREMENTS  
OTHER COPIES - 5 VRS