

October 11, 2018

To: Department Business Officers and Academic Personnel Analysts (via SBADM-L)

From: Cindy Doherty, Director  
Academic Personnel

Re: Update on graduate student appointment processing during range adjustment

We have received clarification from the UCPath center on some items related to processing of graduate student appointments. Please note the following and share within your department as appropriate:

- You may continue to process hires (including rehires, concurrent hires and new hires) during the range adjustment freeze period. Please process any remaining hires as soon as possible. The turnaround time for processing through the UCPC is currently longer than expected. The UCPC has assured us all hires will be processed in time to correctly impact the November 1 paycheck, but the more lead time that is provided, the better.
- You may continue to process terminations during the range adjustment freeze period. If you are trying to end a short-work-break (SWB) job, please be aware that we were previously provided with incorrect guidance. In order to end a SWB job, a termination template must be completed rather than simply checking the end job automatically box. If you have student showing SWB jobs, they will not be paid on the job, however it is a good idea to get these cleaned up in order to avoid confusion regarding active jobs we performing other transactions.
- Pay impacting changes (e.g. changes in FTE) should not be processed until next week when the freeze is lifted.
- As you are making updates or entering new hires please include an expected end date. This is important information that is used by the Graduate Division when processing fee remission.

We will continue to share information as we learn more and appreciate your continued collaboration as we move through the UCPath transition.

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Cindy Doherty  
Director  
UCSB Academic Personnel  
(805) 893-8332  
[Cindy.Doherty@ucsb.edu](mailto:Cindy.Doherty@ucsb.edu)