

ASE Four-month basis in fall:

Appointments are active effective 9/1/20XX-12/31/20XX, and set up in UCPath is as follows:

To hire an academic student employee on the four-month basis:

- Initiate the hire template (*Full Hire, Rehire or Concurrent Hire*):
 - Hire *Effective Date* = **September 1, 20XX**.
 - Overwrite the *Comp Frequency* to **UC912**.
 - Include comments (on the personal data tab); recommended language:

UCSB Exception approved by Maryann Eagan: ASE's at UCSB can be hired on duration a four-month with a frequency of (9/12) in fall.

- Using this exact language will cause the transaction to be recognized as a UCSB four-month pay job and you will be much less likely to encounter problems. If you use different language, or do not include comments, the transaction may be denied by the UCPC and you will need to resubmit.
- Set the *Expected Job End Date* of the appointment based on the approval.
 - If the appointment will end 12/31/20XX, select *End Job Automatically* checkbox to set the position to auto-terminate.
- 4-Month pay is only available during fall quarter:
 - Appointments that are ending should be set to end automatically on December 31, 20XX.
 - Appointments extending through winter quarter:
 - Initiate a PayPath transaction to extend the appointment end date, as needed.
 - Initiate a second PayPath transaction to change the *Comp Frequency* back to **UC_9M** effective January 1, 20XX.

These actions can be initiated any time prior to the start of winter quarter, including immediately following the fulfillment of the hire.

To return an ASE from Short Work Break into the four-month basis:

- Initiate/Approve a PayPath action to extend the appointment through the approved date.
- Initiate/Approve a second PayPath action, effective 9/1/20XX to:
 - Return from SWB
 - Overwrite the *Comp Frequency* to **UC912**.
 - Set the *Expected Job End Date* based on the appointment approval.
 - If the appointment will end 12/31/20XX, select *End Job Automatically* checkbox to set the position to auto-terminate.
- If the appointment is approved to extend through winter quarter:
 - Initiate/Approve a third PayPath transaction to change the *Comp Frequency* back to **UC_9M** effective January 1, 20XX.

This action can be taken any time prior to the start of winter quarter, including immediately following the RWB PayPath action approval.