Positions & Hiring Transactions for GSR Fellows and Trainees

A new job aid providing detailed guidance on the proper setup of GSR Fellows and Trainees positions is available in the UCPath UPK’s - Job Aid: GSR and GSR Fellow or Trainee Job Setup - Payroll Components. The following guidance supplements this job aid, providing details on entering the proper data points into Position and Hire transactions.

GSR Position Set Up:
The Grade input on GSR positions differs by Employee and Supplement versus Fellow and Trainee job codes.

- GSR (3284) Employee and (3160) Supplement positions are set up with the Grade 1.
- GSR Fellow and Trainee (314*/315*) positions require the department to select the Grade that aligns with the experience level of the incumbent that will be Hired into that position: (TF1, TF2, TF3, TF4, TF5, or TF6).

GSR Hire:
The following data points are set up in the Job Compensation – Pay Components section of the Hire transaction:

<table>
<thead>
<tr>
<th>Job Code/Title</th>
<th>Comp Rate Code</th>
<th>Compensation Rate</th>
<th>Comp Freq</th>
<th>Job Comp Freq</th>
</tr>
</thead>
<tbody>
<tr>
<td>003284  GSR-Employee</td>
<td>UCANNL</td>
<td>Annual Rate (e.g. $65,000)</td>
<td>A (Annual)</td>
<td>UC_FY</td>
</tr>
<tr>
<td>003143  GSR-FELLOW-PAID DIR-TUIT REM</td>
<td>UCPDMO</td>
<td>Monthly (e.g. $43,200 / 12 = $3,600)*please use the actual monthly fellowship rate.)</td>
<td>M (Monthly)</td>
<td>UC_FY</td>
</tr>
<tr>
<td>003145  GSR-FELLOW-TUIT REM</td>
<td>UCFELM</td>
<td>Monthly Rate (e.g. $37,000 / 12 = $3083.33 *please use the actual monthly fellowship rate.)</td>
<td>M (Monthly)</td>
<td>UC_FY</td>
</tr>
<tr>
<td>003153  GSR-TRAINEE-PAID DIR-TUIT REM</td>
<td>UCPDMO</td>
<td>Monthly (e.g. $65,000 / 12 = $5416.67*please use the actual monthly fellowship rate.)</td>
<td>M (Monthly)</td>
<td>UC_FY</td>
</tr>
<tr>
<td>003155  GSR-TRAINEE-TUIT REM</td>
<td>UCFELM</td>
<td>Monthly Rate (e.g. $65,000 / 12 = $5416.67 *please use the actual monthly fellowship rate.)</td>
<td>M (Monthly)</td>
<td>UC_FY</td>
</tr>
<tr>
<td>003160  GSR Trainee/Fellow Supplement*</td>
<td>UCANNL</td>
<td>Annual Rate (e.g. $65,000)</td>
<td>A (Annual)</td>
<td>UC_FY</td>
</tr>
</tbody>
</table>

*Note – the GSR Employee setup requires step entry to derive the correct Comp Rate Code and Compensation Rate; the Fellow and Trainee have no step entry and require manual entry of the Comp Rate Code and Compensation Rate. Please note the pay groups will automatically derive.
GSR Employee Example:
The Step is entered and derives the Comp Rate Code and Compensation Rate.

GSR Fellow or Trainee Example for Campus-Based Funds:
The job codes for GSR Fellow or Trainee are 3145 (Fellows) and 3155 (Trainees). These employees are paid through the UCPath system from a campus fund account (e.g. NSF GRFP or NASA GROF).

The Comp Rate Code and Compensation Rate are manually entered (no step entry).

Multiple Jobs GSR Fellow or Trainee AND GSR Supplements* (Effective 10/1/23):
*NOTE: Departments should first consult with the Graduate Division to determine if the trainee/fellowship award meets the definition of the Trainee or Fellow categories defined under the Recognition Article of the GSR (BR) labor contract before initiating the hiring process in UCPath.

If the Fellow or Trainee payment falls below the GSR MOU salary requirements, two records are input in UCPath:

- One GSR-FELLOW-TUIT REM (003145), GSR-TRAINEE-TUIT REM (003155) - GSR-TRAINEE-TUIT REM (003143), or GSR-TRAINEE-PAID DIR-TUIT REM (003153) and
- GSR Trainee/Fellow Supplement (003160) position

Departments should work with the Graduate Division regarding:

- Fellowship/Trainee support amounts;
- Funding entry accounts for 003145 GSR-FELLOW-TUIT REM appointments;
- the experience-based salary point associated with the employee (guidelines for salary point); and
- the FTE associated with the Supplement appointment. The GSR Fellow Trainee Calculator tool is on the AP website under Resources for Department Analysts > Graduate Student Appointments > Other Resources. The Trainee/Fellow Position will have an FTE assigned so that the two combined appointments equal 50%.

Position Control transactions to create or update positions can be initiated in UCPath, and hires processed according to the standard UCPath processes. Position and Hire transaction attributes related to these positions are highlighted below.

Please see ASE Transaction Resources on AP’s website for links to all UCPath transactional job aids and resources to assist with transaction processing details.

Revised 08/07/2024
The effective date should be on or before the start of the new appointment. Input the Fellow (0003145), Trainee (003155) or Supplement (003160).

Enter the department code, location, and reports to provide accurate data for AB-119 compliance.

**Salary Admin Plan and Grade** *(Fellow/Trainee Differs from Supplement)*

**Fellow or Trainee Job Codes**

**Salary Admin Plan is T022**

**Salary Grade** aligns with employee experience based on salary point (step entry) on Supplement (TF1-6)
Supplement Job Code

Salary Admin Plan is T022
Salary Grade is 1

FLSA Status

FLSA Status defaults to Exempt

Specific Information Tab

FTE input per calculation (total FTE between Fellow/Trainee and Supplement equals 50% or 0.5)

Adds to FTE Actual Count checkbox is checked (total FTE across positions will calculate in Job Data).

Position Pool ID can be entered if Work Study applies.
HR Worksite ID is entered based on the Department Code to initiate the I-9 process upon hire.

Employee Relations Code auto-populates as Student Academic Title, HEERA.

Hiring Transaction Overview

Hire transactions follow the normal process to determine the appropriate Hire template and Action Reason. Data entry also follows the standard process. **Note: The Job Compensation Pay Components between the two Job Codes differ.**

The Cubicle is entered to align with AB-119 requirements (office or cubicle of the employee’s physical work location).

The Expected Job End Date is the end of the existing appointment approval. [Note: GSR appointment durations in UCPath must be commensurate to the appointment dates issued on the written Notice of Appointment Letter.]

The End Job Automatically box is checked so the record auto-terminates at the end of the appointment. If you anticipate extending the appointment beyond the current expected job end date, please uncheck the end job automatically checkbox.

Fellow and Trainee Job Codes do not have a Step input, however, the Salary Grade entered on the position should align with the experience-based salary point on the Supplement appointment. **Salary Grade TF1 = Step 1**

Comp Rate Code = UCFELM

Compensation Rate is entered as the Monthly Amount of the fellowship.
Job Comp Frequency = UC_FY

*Funding entry on 003145 GSR-FELLOW-TUIT REM positions should use the accounts identified by Graduate Division or the department depending on where the funds are located on campus.

GSR Fellow or Trainee - Paid Direct Example:

The job codes for GSR Fellow or Trainee Paid Direct are 3143 (Fellows) and 3153 (Trainees). These employees are paid directly from a source outside of the UCPath system.

The position attributes are the same for GSR Fellows/Trainees paid direct as for GSR Fellows and Trainees set out above.

The difference is in the compensation.

GSR Fellow/Trainee Supplement (003160)

The Supplement Job Codes requires a Step input that aligns with the experience-based salary point for that employee.

The Step entered will derive the “UCANNL” Comp Rate Code and Compensation Rate associated with that experience-based salary point.

The system will calculate the monthly supplement paid to the employee based on the Annual Rate, Frequency and FTE.
*Funding entry on 3160 GSR Supplemental positions should use the department-identified account intended to cover the costs of the supplement. Questions on Fund Entry transactions should be submitted to BFS via ServiceNow.