STUDENT ACADEMIC TITLES
WORKSHOP

PART 1

February 24. 2021
AGENDA

• Workload
• Service Period vs. Payroll Period
• ASE Long-Term Leave
• Short Work Break
• Resources
• Contacts
WORKLOAD

• Defined in **BX Contract, Article 32** for ASE titles

• ASEs who are the Instructor of Record (Associate) will normally receive a 50% appointment for a regular academic course

• TA with a 50% appointment equates to 220 hours
  • Exception for Fall Quarter
  • Extra week for Pre-Instructional Activities
  • No extra pay – salary is paid over an extra week

• Readers and Tutors are limited to 8 hours/day, 40 hrs/week

• GSR – FTE% should reflect work/effort and not used to establish a set, pre-determined amount.

• Employment up to 100% FTE (paid-status) allowed during inter-quarter periods (see **Maximum Employment Chart**).
SERVICE PERIOD VS. PAY PERIOD

• Service Period is the start/end date of actual service
  • Based on the Academic Calendar (Registrar’s Office)
  • Responsibilities may extend to the following Wednesday for grade submission deadline
  • Will not receive additional pay

• Payroll Period in UCPath is for pay distribution
  • TA and Associate – 9/9 AY Pay Frequency
  • Reader and Tutor – Bi-weekly calendar
  • GSR – Fiscal year, service and payroll dates are the same

• Less number of work days in the Service Period than in the Pay Period
  • Divide total number of work days in Service Period by Payroll Period
  • **EX: 55/64 = 0.8594 Service days for every 1 Payroll Day for Winter 2021**
SERVICE PERIOD VS. PAY PERIOD
TA AND ASSOCIATE EARLY END OF APPOINTMENTS

1) Divide number of days worked by total work days in the service period for the quarter = % of days worked

2) Multiple % of days worked by total work days in the payroll period for the quarter = the equivalent number of days paid

3) Count the number of paid days (work days only) from the start of the payroll period for the quarter to determine the appointment end date for UCPath
**SERVICE PERIOD VS. PAY PERIOD**

**EXAMPLE OR EARLY END OF APPOINTMENT**

Graduate student appointed as a TA for Winter 2021 resigns on February 24, 2021:

<table>
<thead>
<tr>
<th>Service Period (55 work days)</th>
<th>Payroll Period (64 work days)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Days Worked: 1/4/21 – 2/24/21</td>
<td>% x 64 = 44 payroll days</td>
</tr>
<tr>
<td>= 38 work days ÷ 55</td>
<td></td>
</tr>
<tr>
<td>= <strong>.6909%</strong> of the Quarter Worked</td>
<td><strong>Dates in UC Path: 1/1/21 – 3/3/21</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>JANUARY</th>
<th>FEBRUARY</th>
<th>MARCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>S</td>
<td>M</td>
<td>T</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>7</td>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td>14</td>
<td>15</td>
<td>16</td>
</tr>
</tbody>
</table>
Example of early end of appointment for Fall Quarter 2021:

**Standard 3-month pay**

<table>
<thead>
<tr>
<th>Service Period (60 work days)</th>
<th>Payroll Period (66 work days)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Days Worked: 9/20/21 – 10/27/21 = 28 work days ÷ 60 = (0.4667%) of the Quarter Worked</td>
<td>(%\times66=31\text{ days})</td>
</tr>
<tr>
<td>Dates in UCPath: 10/1/21 -11/12/21</td>
<td></td>
</tr>
</tbody>
</table>

**Optional 4-month pay**

<table>
<thead>
<tr>
<th>Payroll Period (88 work days)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(%\times88=41\text{ days})</td>
</tr>
<tr>
<td>Dates in UCPath: 9/1/21 -10/27/21</td>
</tr>
</tbody>
</table>
SERVICE PERIOD VS. PAY PERIOD

**PAY DIFFERENCE**

Difference in pay if you were to end the position in UCPath using the equivalent payroll end date vs. the actual service end date.

Using the same resignation date of 2/24/21 from the previous example:

<table>
<thead>
<tr>
<th>Correct Payroll Dates in UCPath</th>
<th>Using the Service Period End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/1/21 – 3/3/21 =</td>
<td>1/1/21 – 2/24/21 =</td>
</tr>
<tr>
<td>• 21 payroll days in Jan = 100%</td>
<td>• 21 payroll days in Jan = 100%</td>
</tr>
<tr>
<td>• 20 days in Feb = 100%</td>
<td>• 18 of 20 days in Feb = .90%</td>
</tr>
<tr>
<td>• 3 of 23 days in March = .1304%</td>
<td></td>
</tr>
<tr>
<td>@ Monthly TA rate of $5015.33*</td>
<td>@ Monthly TA rate of $5015.33*</td>
</tr>
<tr>
<td>= $5,342.42 @ 50% FTE</td>
<td>= $4,764.56 @ 50% FTE</td>
</tr>
</tbody>
</table>

* Rate at 100% FTE

Underpay of $577.86
SERVICE PERIOD VS. PAY PERIOD

HIRING TA/ASSOCIATE AFTER START OF QUARTER

1) Divide number of remaining work days by total work days in the service period for the quarter = % of work days left in the quarter

2) Multiple % of work days left by total work days in the payroll period for the quarter = the equivalent number of pay days

3) Count the number of pay days (work days only) from the end of the payroll period for the quarter to determine the appointment start date for UCPath
SERVICE PERIOD VS. PAY PERIOD

Difference in pay if you were to start the position in UCPath using the equivalent payroll begin date vs. the service begin date.

**EX: Hiring a replacement TA to begin on 2/24/21**

<table>
<thead>
<tr>
<th>Correct Payroll Dates in UCPath</th>
<th>Using the Service Period Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>• 21 of 23 payroll days in March</td>
<td>• 3 of 20 payroll days in Feb = .15%</td>
</tr>
<tr>
<td>• or 0.9130%</td>
<td>or $752.30</td>
</tr>
<tr>
<td>• % x $5015.33* monthly TA rate</td>
<td>• 23 payroll days in March = 100%</td>
</tr>
<tr>
<td></td>
<td>or $5015.33</td>
</tr>
<tr>
<td></td>
<td>= $2,289.61 @50%FTE</td>
</tr>
<tr>
<td></td>
<td>= $2883.82 @50%FTE</td>
</tr>
<tr>
<td></td>
<td>OVERPAY of $594.21</td>
</tr>
</tbody>
</table>

* Rate at 100% FTE
ASE LONG-TERM LEAVE
PROCESSING IN UCPATH

- Salaried ASEs (Associates and TAs) are eligible for paid leave of (up to):
  - 6 weeks for pregnancy, childbirth, or related medical conditions
  - 4 weeks for personal medical issues, care for a family member, care for newborn
  - Additional (up to) unpaid 2 weeks of leave for baby bonding
  - Per Academic Year, not per occurrence
  - GSRS – same leave eligibility, see RB VI-3.H and VI.4.H

- UCPath requires entry of the paid/unpaid leave for both the service and pay period for academic leaves:
  - Follows the same Service to Payroll Period calculation method to determine:
    - Period of Days Worked
    - Paid Leave Period
    - Unpaid Leave Period
    - Return to Work (Normal Pay Status) – if applicable
# ASE LONG-TERM LEAVE

## EXAMPLE OF LEAVE REQUEST

ASE works the first 4 weeks of Spring Quarter 2021 and then requests for 3 weeks of paid leave for a serious medical illness:

<table>
<thead>
<tr>
<th>Days Worked</th>
<th>Service Period (55 Work Days)</th>
<th>Payroll Period (65 Work Days)</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/29 – 4/23</td>
<td>20 days / 55 = .3636%</td>
<td>% x 65 days = 24 days = 4/1 – 5/4</td>
</tr>
<tr>
<td>Paid Leave</td>
<td>4/24 – 5/14 = 15 days/55 = .2727%</td>
<td>% x 65 days = 18 days = 5/5 – 5/28</td>
</tr>
<tr>
<td>Return to Work</td>
<td>5/15 – 6/11 = 20 days/55 = .4545%</td>
<td>% x 65 days = 23 days = 5/29 – 6/30</td>
</tr>
</tbody>
</table>

Or ASE requests for 1 additional week of unpaid leave before returning to work:

| Unpaid Leave | 5/15 - 5/21 = 5 days/ 55 = .0909% | % x 65 days = 6 days = 5/29 – 6/7 |
| Return to Work | 5/22 – 6/11 = 15 days/55 = .2727% | % x 65 days = 17 days = 6/8 – 3/31 |
SHORT WORK BREAK

- Limited to 4 consecutive months
- **Set FTE to 0% during SWB and update to appropriate FTE% when returning from SWB**
- Enter a Expected Return Date - *recommended*
- For SWB during Summer - If the student will not be returning to the job in Fall or Winter, end the job by either:
  a) Updating the position end date and check the auto-termination box
  b) Process a termination template
- If the expected end date has already passed, a termination template will have to be submitted
- Active positions with *expired* job end dates can cause reporting problems in the system
- Be sure to make updates before Payroll Deadline
RESOURCES

Academic Personnel:
- Red Binder - Academic Personnel policies and procedures
- Salary Scales
- Associate Appointment Form and Notification of Appointment Letters
- Leave of Absence - new
- UCPath Resources

HR Labor Relations:
- Academic Student Employment MOU
- Grievances, Discipline and Dismissal

Graduate Division:
- Fee Remission Schedule
- Home Department Employment Verification and Request to Exception Forms

OISS: International Student Employment Policy/Employment Authorization
CONTACTS

Academic Personnel:

Billy Ko – Analyst for Academic Student Employees x4441 billy.ko@ucsb.edu
Joanie Vogel– Intercampus Payments, Reports and General Information x3445 joanievogel@ucsb.edu
AP Path Analysts – UCPath-related issues, email: AP-Path@ucsb.edu

Human Resources:

Tara Wise- Labor Relations Analyst x5982 tara.wise@hr.ucsb.edu

Graduate Division:

Chris Gifford– Employment Analyst x5247 christopher.gifford@graddiv.ucsb.edu
Rudy Reyes – Academic Appointment/Fellowship Analyst x2710 rudy.reyes@graddiv.ucsb.edu

Office of International Students & Scholars: x2929 oiss@sa.ucsb.edu
END

➤ Questions?
➤ Comments