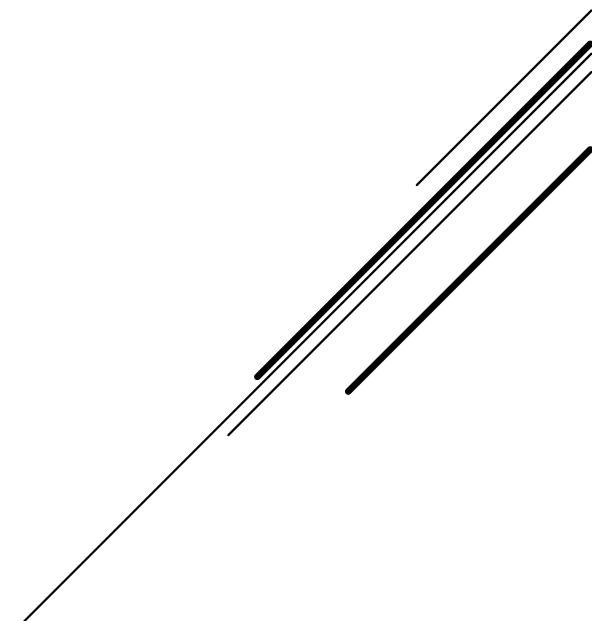


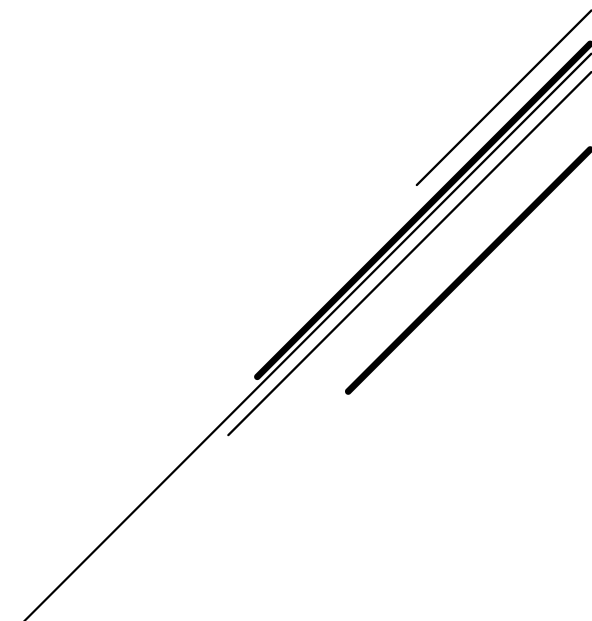
STUDENT ACADEMIC TITLES WORKSHOP

January 27, 2022

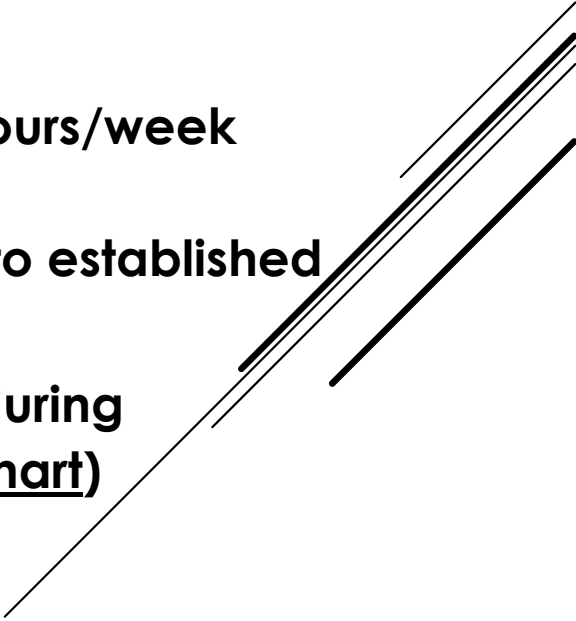


AGENDA

- Workload
- Service Period vs. Payroll Period
- Fall Quarter 4-Month Pay
- Intercampus Payments
- 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 hours/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)
- 

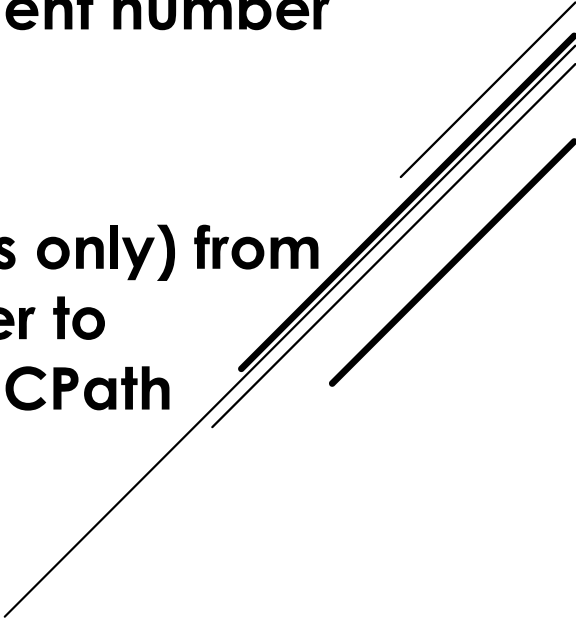
SERVICE PERIOD VS. PAY PERIOD

- **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 - with no 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**
 - Winter 2022: 55 Service Days / 64 Payroll Days
 - Spring 2022: 55 Service Days / 65 Payroll Days
 - Fall 2022: 60 Service Days / 65 Payroll Days – 3 month Pay
87 for 4 month optional pay

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) Multiply % 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

EX: EARLY END OF APPOINTMENT

Graduate student appointed as a TA for Winter 2022 resigns on February 24, 2022:

Service Period (55 work days)	Payroll Period (64 work days)
Days Worked: 1/3/22 – 2/24/22 = 39 work days ÷ 55 = .7091% of the Quarter Worked	$\% \times 64 = 45.3818$, or 45 payroll days Dates in UC Path: 1/1/22 – 3/4/22

JANUARY							FEBRUARY							MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28						27	28	29	30	31		
30	31																			

SERVICE PERIOD VS. PAY PERIOD

PAY DIFFERENCE USING WRONG END DATE IN UCPath

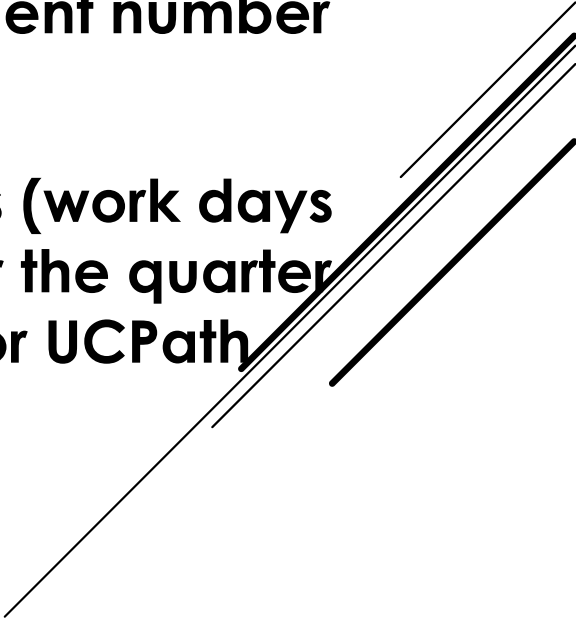
Difference in pay if you were to end the position in UCPath using the equivalent payroll end date vs. the actual service end date.

Using the same resignation date of 2/24/22 from the previous example:

Correct Payroll Dates in UCPath	Using the Service Period End Date
<p>1/1/22 – 3/4/22 = 45 Days</p> <ul style="list-style-type: none"> • 21 payroll days in Jan = 100% • 20 days in Feb = 100% • 4 of 23 days in March = .1739% <p>@ Monthly TA rate of \$5165.89*</p> <p style="text-align: right;">= \$5,615.10 @ 50% FTE</p> <p>* Rate at 100% FTE</p>	<p>1/3/22 – 2/24/22 = 39 Days</p> <ul style="list-style-type: none"> • 21 payroll days in Jan = 100% • 18 of 20 days in Feb = .90% <p>@ Monthly TA rate of \$5165.89*</p> <p style="text-align: right;">= \$4,907.60 @ 50%FTE</p> <p style="text-align: right;">Underpay of \$707.50</p>

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) Multiply % of work days left by total work days in the payroll period for the quarter = the equivalent number of pay days**
 - 3) Count backwards 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

PAY DIFFERENCE USING WRONG START DATE IN UCPath

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

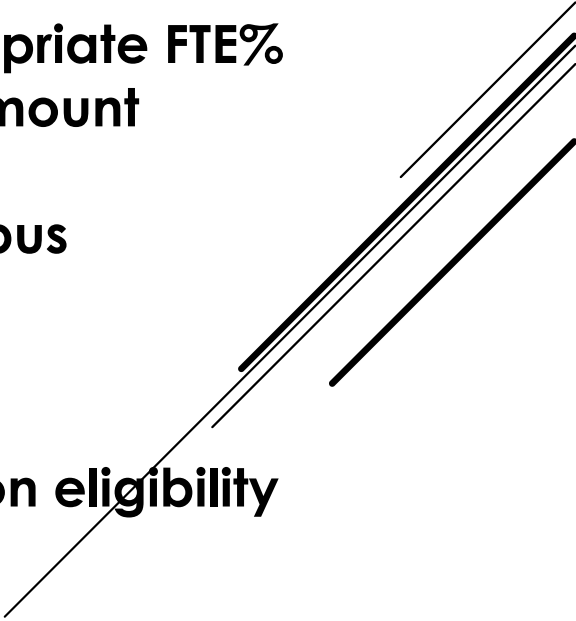
EX: Hiring a replacement TA to begin on 2/25/22

Correct Payroll Dates in UCPath	Using the Service Period Start Date
<p>3/7/21 - 3/31/21 = 19 days</p> <ul style="list-style-type: none"> • 19 of 23 payroll days in March • or 0.8261% • % x \$5165.89* monthly TA rate <p style="text-align: right;">= \$2,133.74 @50%FTE</p>	<p>2/25/21 – 3/31/21 = 25 days</p> <ul style="list-style-type: none"> • 2 of 20 payroll days in Feb = .1% or \$516.59 • 23 payroll days in March = 100% or \$5165.89 <p style="text-align: right;">= \$2841.25 @50%FTE</p> <p style="text-align: right;">OVERPAY of \$707.51</p>
<p>* Rate at 100% FTE</p>	

FALL QUARTER 4-MONTH PAY

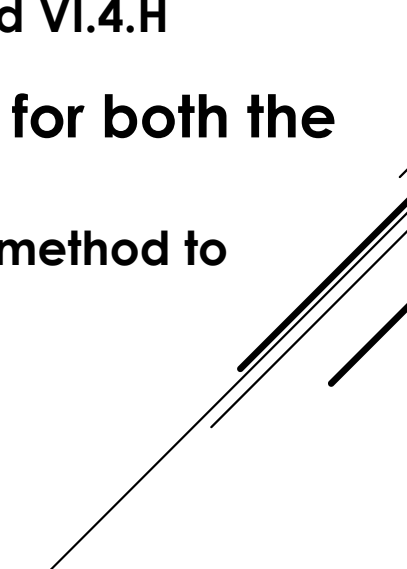
- Graduate Students appointed as an Associate or Teaching Assistant for Fall Quarter have the option of having their pay issued over four months to receive earlier pay on Oct. 1
- UCPath Instructions located at:
<https://ap.ucsb.edu/resources.for.department.analysts/graduate.student.appointments/> under Other Resources –
Students Hired on a Four Month Basis Job Aid
- Be sure to include in the comments of the Hire Template:
UCSB Exception approved by Maryann Eagan: ASE's at UCSB can be hired on duration of four-month with a frequency of (9/12) in fall.
- Make sure to either terminate the appointment following the end of Fall Quarter or extend the job end date including changing the *Comp Frequency* back to UC_9M effective January 1, 20XX.

INTERCAMPUS PAYMENTS

- **Policy as defined in Red Binder VI-15**
 - **Employee must have an active position in UCPath**
 - **Check the Person Organizational Summary in UCPath to see if employee has an active appointment(s) with another UC Campus**
 - **Total appointment(s) are still subject to the 50% max and exception to policy**
 - **Student appointments must be paid at the appropriate FTE% and salary grade/step – no backing into a set amount**
 - **Intercampus One-Time Payment and Multi-campus Appointment Forms and Job Aids located at:**
<https://ap.ucsb.edu/forms/>
 - **Keep Graduate Division informed for fee remission eligibility**
- 

ASE LONG-TERM LEAVE

PROCESSING IN UCPATH

- **Long-Term leave for salaried ASEs (Associates and TAs) are paid (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 (Fall through Summer), not per occurrence
 - GSRs – same leave eligibility, see Red Binder 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

EX: PAID LEAVE REQUEST

ASE works the first 4 weeks of Spring Quarter 2022 and then requests for 3 weeks of paid leave for a serious medical illness:

	Service Period (55 Work Days)*	Payroll Period (65 Work Days)*
Days Worked	3/28 – 4/22 = 20 days / 55 = .3636%	% x 65 days = 24 days = 4/1 – 5/4
Paid Leave	4/25 – 5/13 = 15 days/55 = .2727%	% x 65 days = 18 days = 5/5 – 5/30
Return to Work	5/16 – 6/10 = 20 days/55 = .4545%	% x 65 days = 23 days 5/31 – 6/30

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

Unpaid Leave	5/16 - 5/20 = 5 days/ 55 = .0909%	% x 65 days = 6 days 5/31 – 6/7
Return to Work	5/23 – 6/10 = 15 days/55 = .2727%	% x 65 days = 17 days 6/8 – 6/30

*** Excluding Weekend Dates**

SHORT WORK BREAK

- Limited to 4 consecutive months for Academic Student Titles
- Use only when there is an intent to return to the position at the end of the SWB
- Extend and Enter a Expected Return Date – at least to the payroll end date of the following quarter or end of summer
- 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**
- ▶ **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 billy.ko@ucsb.edu

**Amy Donnelly – Intercampus One-Time Payments and Multi-Campus Appointment,
Reports and General Information amydonnelly@ucsb.edu**

AP Path Analysts – UCPath-related issues, email: AP-Path@ucsb.edu

Human Resources:

Carly Bobek - Labor Relations Analyst cbobek@ucsb.edu

Graduate Division:

Chris Gifford– Asst. Director of Academic Appointments christopher.gifford@graddiv.ucsb.edu

Rudy Reyes – Academic Appointment/Fellowship Analyst rudy.reyes@graddiv.ucsb.edu

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

END

▶ **Questions?**

▶ **Comments**

