

## Graduate Student Employment Tools

<b>Introduction</b> .....	<b>1</b>
<b>I. General Employment Policies</b> .....	<b>2</b>
A. Full-time graduate students (enrolled in 12 units or more) .....	2
B. Part-time graduate students (enrolled in 8 units or less) .....	2
C. Graduate students on Filing Fee Status .....	2
D. Graduate students on Leave of Absence (LOA) .....	2
<b>II. Graduate Student Appointment Titles (Fee Remission Eligible)</b> .....	<b>3</b>
A. Academic Student Employee Titles (ASEs) .....	3
B. ASE Salary Scales (located on Academic Personnel website) .....	3
C. Researcher Titles .....	4
D. Researcher Salary Scales (located on Academic Personnel website) .....	4
<b>III. Fee Remission</b> .....	<b>4</b>
A. Basic Definitions .....	4
B. Fee Remission Process .....	5
C. Fee Remission Eligibility .....	5
D. ASE Title Codes .....	5
E. Researcher Title Codes .....	6
F. Combination Appointments .....	6
G. Deadlines, Dates, and Reminders .....	6
<b>IV. Graduate Student Appointment Policies</b> .....	<b>7</b>
A. Academic Qualifications for ASEs and Researchers .....	7
B. Academic Qualifications for Teaching Assistants and Teaching Associates .....	7
<b>V. Exceptions to Policy</b> .....	<b>8</b>
A. General Guidelines .....	8
B. Procedure for Requesting an Exception .....	9
C. Teaching Associate Exceptions .....	9
D. Non-Academic Exceptions .....	10
<b>VI. GSR Summer Employment for New Incoming Students in Fall</b> .....	<b>10</b>
<b>VII. Employment and Fellowships</b> .....	<b>11</b>
A. Definition of a Fellowship .....	11
B. Payment of Fellowship .....	11
C. Requirements for Fellowship .....	11
D. General Guidelines for Fellowship and Employment .....	12
E. Cancellation/Withdrawal Affecting Employment and/or Fellowship .....	13
F. Disbursement Electronic Funds Transfer (DEFT) .....	14
<b>VIII. Graduate Student Employment Contacts</b> .....	<b>14</b>

## **Introduction**

To assist staff in the academic units, the Graduate Division has developed the following tools to help with the graduate student employment process. We are providing a single location where policies, procedures, processes, and other information related to the employment of graduate students are conveniently located.

For further details regarding any of the information in the Employment Tools, please visit the employment section of the Graduate Policies and Procedures, Section IV.

## I. General Employment Policies

All departments and programs at UC Irvine should follow the General Employment Policies and specific Graduate Student Appointment policies (if applicable) when hiring a graduate student. The policies listed below briefly outline the requirements for all graduate student campus employment.

### **A. Full-time graduate students (enrolled in 12 units or more)**

Full-time graduate students may not be employed beyond 50% time (220 hours of assigned workload per quarter or 20 hours per week) of combined campus-wide employment during any academic quarter (Fall, Winter, and Spring quarter).

Employment may be increased to a maximum of 100% time during the inter-sessions (between quarters) and during the summer recess. Inter-session dates for the current academic year can be found on our website.

[Inter-Session Dates for the Current Academic Year](#)

### **B. Part-time graduate students (enrolled in 8 units or less)**

Part-time graduate students may be appointed as Readers, Tutors, or in other appropriate titles, but **combined campus-wide employment** cannot exceed 25% time (110 hours of assigned workload) during any academic quarter.

### **C. Graduate students on Filing Fee Status**

While on filing fee status during the academic year, graduate students *may not* be employed in an academic or graduate student title. Graduate student titles are GSR, GSAR, Teaching Assistant, Teaching Associate, Reader, and Tutor. For summer only, students may receive UCI employment while on filing fee.

### **D. Graduate students on Leave of Absence (LOA)**

While on Leave of Absence, graduate students *may not* be employed in ANY capacity.

## II. Graduate Student Appointment Titles (Fee/Tuition Remission Eligible)

### **A. Academic Student Employee Titles (ASEs)**

Titles related to instruction currently used at UCI are Teaching Assistant, Teaching Associate (Associate In), Reader, and Tutor. There is no automatic progression from one title to another. Classification is determined by assigned duties.

#### 1. Teaching Assistant

- *Definition:*  
An academically qualified, full-time graduate student who is assigned to assist in the delivery of instruction under the supervision of a faculty member. No prior teaching experience is required for appointment.
- *Responsibilities:*
  - Assist by conducting discussion, laboratory, or quiz sections relating to lectures
  - Developing/grading assignments or examinations
  - Holding office hours
  - Not assigned full instructional responsibility

## 2. Teaching Associate (Associate In)

- *Definition:*  
An academically qualified, full-time graduate student employed temporarily to teach a lower-division course. On an exceptional basis only, a graduate student, upon recommendation from the department head, may be assigned an upper-division course or course section with the written approval of the Graduate Dean and the UCI Academic Senate's Subcommittee on Courses.
- *Responsibilities:*
  - Assist in the instruction of any lower-division course or
  - Conduct the entire instruction of a lower-division course
  - Instructional activities are to be supervised by a faculty member
  - Is NOT the Instructor of Record during the academic year

## 3. Reader

- *Definition:*  
An academically qualified and registered graduate student (or qualified undergraduate student may be employed when graduate students are not available) employed as a course assistant.
- *Responsibilities:*
  - Grading of homework, papers, laboratory reports, or examinations
  - Holding office hours to respond to students' questions about such assignments

## 4. Tutor

- *Definition:*  
An academically qualified and registered graduate or undergraduate student who provides tutoring to individuals (one-on-one) or small groups of students.
- *Responsibilities:*
  - Facilitate independent learning
  - Assist students in understanding course materials

## **B. ASE Salary Scales (located on Academic Personnel website)**

### 1. [Associate In \(Teaching Associate\)](#)

### 2. [Reader, Tutor, Teaching Assistant \(TA\)](#)

### 3. Daily Rate Calculation Worksheet Requirements

Accurate completion of a Daily Rate Calculation Worksheet is required when a graduate student appointed as a Teaching Assistant or Associate is unable to provide a full quarter of service. If a Teaching Assistant or Associate is appointed for the entire quarter, but is unable to work for the full service period, it is necessary to accurately calculate the correct salary by use of the "daily rate calculation worksheet". This applies if an employee is appointed after the beginning date of the quarter or is unable to provide service through the end of the quarter.

- [Daily Rate Calculation Worksheet](#)
- [Pay and Service Period Calendar](#)

### **C. Researcher Titles**

Two academic titles, namely, Graduate Student Researcher (GSR) and Graduate Student Assistant Researcher (GSAR) are used at UCI for graduate student research appointments.

#### 1. Graduate Student Researcher (GSR)

- *Definition:*

An academically qualified and full-time graduate student who performs research *related* to his or her degree program in an academic department or research unit under the direction of a faculty member or authorized Principal Investigator.

#### 2. Graduate Student Assistant Researcher (GSAR)

- *Definition:*

An academically qualified and full-time graduate student who performs research *not related* to his or her degree program under the supervision of a Principal Investigator on a research project.

### **D. Researcher Salary Scales (located on Academic Personnel website)**

#### 1. Graduate Student Researcher (GSR)

- The GSR title consists of ten salary steps. Progression may be from Level I to Level X, depending on the student's research experience as determined by the employing school/academic unit.

#### 2. Graduate Student Assistant Researcher (GSAR)

- The GSAR title consists of two steps. Progression may be made from Level I to Level II depending on the student's research experience as determined by the employing academic unit.

## **III. Fee/Tuition Remission**

### **A. Basic Definitions**

#### 1. Fee/Tuition Remission:

- Graduate student aid provided as a benefit of eligible employment (25% time or more) that pays for part or all of student fees/tuition.

#### 2. Full Fee/Tuition Remission:

- 100% payment of all applicable fees and tuition, including nonresident supplemental tuition, if applicable.

#### 3. Partial Fee/Tuition Remission:

- 100% payment of the following components of a student's total fee assessment: the Student Services Fee, Tuition and the GSHIP premium. Please note that this does *NOT INCLUDE* nonresident supplemental tuition or campus-based fees.

#### 4. GSHIP:

- Graduate Student Health Insurance Program premium fee

#### 5. Nonresident Supplemental Tuition:

- Supplemental tuition assessed to students who are not California residents or are international students

## **B. Fee/Tuition Remission Process**

**Step #1:** Department inputs the appointment into PPS (Payroll/Personnel System)

**Step #2:** PPS feeds appointment information into the Graduate Division's Grad Aid database.

**Step #3:** Grad Aid automatically generates the applicable fee/tuition remission through TFRS (Tuition Fee Remission System) and posts the credit(s) to the student's Student Billing System (SBS) account. NOTE: Students must be enrolled in the Minimum Required Units (MRU) in order for fee/tuition credits to apply to their accounts.

\* For more information regarding quarterly graduate fees and tuition, please refer to the [Registrar's Schedule of Tuition/Fees](#).

## **C. Fee/Tuition Remission Eligibility**

### **1. Academic Student Employees (ASEs)**

- ASEs must be employed at a minimum of 110 hours during the quarter to be eligible for PARTIAL fee/tuition remission.

- **Partial fee remission charts:**

[Full-Time Graduate Students](#)

[Part-Time Graduate Students](#)

### **2. Researchers (GSRs and GSARs)**

- GSRs and GSARs must be employed at 25% time or more for the entire quarter to be eligible for FULL fee/tuition remission.

## **D. ASE Title Codes**

### **1. Teaching Assistant (TA)**

- *Payroll Title Codes:*  
**2310-** GSHIP/Partial Fee Remission  
**2311-** Non-GSHIP/No Fee Remission (summer employment or appointments below 25%)

### **2. Teaching Associate (Associate In)**

- *Payroll Title Codes:*  
**1506-** GSHIP/Partial Fee Remission  
**1507-** Non-GSHIP/No Fee Remission (summer employment or appointments below 25%)

### **3. Reader**

- *Payroll Title Codes:*  
**2850-** GSHIP/Partial Fee Remission  
**2851-** Non-GSHIP/No Fee Remission (summer employment or appointments below 25%)
- Undergraduate Readers (Title Code: 2851) are NOT eligible for fee remission

### **4. Tutor**

- *Payroll Title Codes:*  
**2860-** GSHIP/Partial Fee Remission  
**2861-** Non-GSHIP/No Fee Remission (summer employment or appointments below 25%)
- Undergraduate Tutors (Title Code: 2861) are NOT eligible for fee remission

## **E. Researcher Title Codes**

### 1. Graduate Student Researcher (GSR)

- *Payroll Title Codes:*  
**3282**- GSHIP/Full Fee Remission (California residents and eligible international nonresident Ph.D. students who advanced to candidacy\*)  
**3284**- GSHIP/Full Fee & Tuition Remission (nonresident students)  
**3266**- Non-GSHIP/No Fee Remission (summer employment or appointments below 25%)

\*Eligible international nonresident Ph.D. students who advanced to candidacy are eligible for a 100% reduction in nonresident supplemental tuition for a maximum of three consecutive calendar years.

### 2. Graduate Student Assistant Researcher (GSAR)

- *Payroll Title Codes:*  
**3274**- GSHIP/Full Fee/Tuition Remission (resident/nonresident students; nonresident supplemental tuition, if applicable)  
**3273**- Non-GSHIP/No Fee Remission (summer employment or appointments below 25%)

## **F. Combination Appointments**

### 1. TA and GSR combination appointments

- 25% TA + 25% GSR  
All fees/tuition (including nonresident supplemental tuition if applicable) are paid by the GSR salary funding source(s).
- 25% TA + 24% GSR  
Partial fees/tuition (100% GSHIP, Student Services and Tuition) are paid by the ASE partial fee/tuition remission budget. Nonresident supplemental tuition is NOT paid.

### 2. ASE combination appointments

- 10% Reader + 15% Tutor  
If the total percent is 25% or more, then partial fees/tuition (100% GSHIP, Student Services and Tuition) are paid by the ASE partial fee/tuition remission budget. Nonresident supplemental tuition is NOT paid.

### 3. GSR combination appointments

- 10% GSR + 15% GSR  
If the total percent is 25% or more, then all fees/tuition (including nonresident supplemental tuition if applicable) are paid by the GSR salary funding source(s). The charges to multiple accounts/funds for the fees/tuition are prorated based on the percentage of the appointment.

## **G. Deadlines, Dates, and Reminders**

During each Spring Quarter, processing dates and deadlines, which have been established for the next full academic year, are gathered from various internal campus sources, including the Registrar's Office and the Accounting Office.

[Graduate Student Appointment Processing Dates, Deadlines and Reminders](#)

## IV. Graduate Student Appointment Policies

All graduate students who are employed on campus as a Graduate Student Researcher (GSR), Graduate Student Assistant Researcher (GSAR), Teaching Assistant (TA), Teaching Associate (Associate In), Reader, or Tutor must meet the following academic qualifications. Basic minimum University standards and requirements are listed below. Individual academic units may apply stricter standards within their unit.

### A. Academic Qualifications for ASEs and Researchers

#### 1. Enrollment Requirement

For *new and continuing* graduate students:

- Graduate students must be enrolled in at least 12 units (full-time) during the current quarter in order to be employed (i.e., the academic quarter in which the appointment occurs).
  - ***Only Readers and Tutors can be enrolled Part-Time and their employment is limited***
- In order to meet established criteria, full-time graduate students are expected to register and enroll in a minimum of 12 units during the current quarter (i.e., the academic quarter during which any employment occurs) no later than the third week of instruction.

#### 2. GPA Requirement

For *continuing* graduate students during each of the **three most recent quarters** of enrollment:

- A 3.1 GPA for Teaching Assistants (TA) and Teaching Associates (Associate In)
- A 3.0 GPA for Graduate Student Researchers (GSR), Graduate Student Assistant Researchers (GSAR), Readers, or Tutors

#### 3. Grade Requirement

For *continuing* graduate students during each of the **three most recent quarters** of enrollment, the following minimum standards apply; individual programs may apply stricter standards if they choose:

- Completion of 8 units or more of upper division or graduate level credit courses
- A letter grade of C, S, or above in all courses completed
- No more than two incomplete grades. *In the Henry Samueli School of Engineering, ALL incomplete grades must be cleared prior to Fall quarter*
- Satisfactory academic progress toward the degree objective
- For Readers only-
  - Should have taken and received at least a letter grade of B in the course or equivalent for which the student is being recommended for appointment

### B. Academic Qualifications for Teaching Assistants and Teaching Associates

#### 1. 12 Quarter TA limit

TA appointments may not exceed 12 quarters if students have not advanced to candidacy for the PhD.

Students must advance to candidacy towards their Ph.D. in order to be employed as a Teaching Assistant (TA) or Teaching Associate beyond 12 quarters.

#### 2. Graduate Students cannot exceed the 18 Quarter TA limit

TA appointments cannot exceed 18 quarters in total for any student, irrespective of whether the student chooses to enroll in more than one degree program at UCI. **(NO EXCEPTIONS)**

#### 3. English Language Proficiency Requirements for International Teaching Assistants and Teaching Associates (Associate In)

In order to establish eligibility for appointment as a UCI Teaching Assistant (TA) or Teaching Associate, International students and permanent residents who are not citizens of countries where English is either the primary or dominant language are required to pass an oral English proficiency exam approved by the UCI campus. Graduate students are responsible for ensuring that the UCI Graduate Division is notified directly of their scores by the testing centers.



Students can fulfill this requirement by passing one of the following exams:

**[Test of English as a Foreign Language Internet-based Testing \(TOEFL iBT\)](#)**

Passing Score: **26** (speaking portion only)

**[International English Language Testing System \(IELTS\)](#)**

Passing Score: **8** (speaking portion only)

**On Campus Exams:**

**[Speaking Proficiency English Assessment Kit \(SPEAK\)](#)**

Passing Score: **50**

(Can only be taken once a quarter)

**[Test of Oral English Proficiency \(TOEP\)](#)**

Passing Score: **5**

(Can be taken up to a maximum of 5 times)

→ A full discussion of [English Proficiency](#) options is available on the Graduate Division Website.

Note: There are **NO EXCEPTIONS** to this proficiency requirement. Note also that English proficiency requirements for admission are different than English proficiency requirements for TA eligibility.

*However, the international student or permanent resident is exempt from the proficiency requirement IF he/she:*

1. is a U.S. Citizen (regardless of country of origin) or
2. has completed ALL years of high school in the U.S. (requires official high school transcripts to be sent to Graduate Division) or
3. is a citizen of a country where English is either the primary or dominant language as approved by UCI Graduate Council: ([List of Countries](#))

→ For further assistance regarding the English proficiency requirement, please contact [Mary Rose D. Cruz](#) (x49102).

**V. Exceptions to Policy**

**A. General Guidelines**

Requests for any exceptions to academic and personnel policies affecting a graduate student's appointment eligibility should be requested in advance by the department chair/head or graduate advisor. All exception requests should be submitted in writing for the consideration/approval by the Graduate Dean prior to the entry of the appointment into the Payroll/Personnel System. Exception requests are reviewed on a quarter-by-quarter basis.

**B. Procedures for Requesting an Exception**

*Step #1:* All exception memos must be submitted in writing on departmental letterhead or on the Graduate Division exception request template by the hiring department.

- [Exception Request Template](#)

- Sample exception memos

[Late Appointment Exception Sample](#)

[Low Grade/GPA Exception Sample](#)

*Step #2:* All exception memos must be addressed to the Graduate Dean, Frances Leslie, and mailed to [Mary Rose D. Cruz](#) in the Graduate Division (120 Aldrich Hall, Zot: 3180)

*Step #3:* All exception memos MUST include the following items:

- Graduate student's name and correct student ID
- Graduate student appointment title, period of service, and % time employed
- A complete justification and explanation of all relevant facts for the exception
- A complete explanation of the course of action to be taken to resolve student issue
- Signature of department's Graduate Advisor or Department Chair
- Signature of the respective school's Associate Dean for Graduate Studies
- Please note that signature stamps MAY NOT be used on exception memos

NOTE: If the exception memo is incomplete, the request will not be forwarded to the Graduate Dean for review.

- [Exception Request Checklist](#)

*Step #4:* All exception memos must be submitted in a timely manner. Exception memos will be reviewed by the Graduate Dean only **once per week on THURSDAYS**. Therefore, please submit your exceptions **on Mondays** to allow enough time for the Employment staff to prepare the exception for review. Otherwise, your exception request may be delayed and will be reviewed the following Thursday. See [Student and Administrator Deadlines](#) for quarterly exception deadlines.

### **C. Teaching Associate Exceptions**

On an exceptional basis and only upon written recommendation from the department chair/head or graduate advisor, a graduate student appointed as a Teaching Associate may be assigned to teach an upper-division course or course section with the written approval of the Graduate Dean and the UCI Academic Senate's Subcommittee on Courses.

#### 1. Teaching Associates for the Academic Year

##### ***Procedure***

*Step #1:* All exception memos must be prepared on departmental letterhead by the hiring department.

*Step #2:* All exception memos must be addressed to the Graduate Dean Frances Leslie and the Subcommittee on Courses and mailed to [Mary Rose D. Cruz](#) (120 Aldrich Hall, Zot: 3180).

*Step #3:* All exception memos must include all items as indicated on the Teaching Associate checklist.

- [Teaching Associate Checklist](#)

*Step #4:* All exception memos must be submitted in a timely manner. Exception memos will be reviewed by the Graduate Dean only **once per week on THURSDAYS**. Therefore, please submit your exceptions **on Mondays** to allow enough time for the Employment staff to prepare the exception for review. Otherwise, your exception request may be delayed and will be reviewed the following Thursday. Please also note that such exceptions require the approval of the Academic Senate's Subcommittee on Courses,

which takes additional time. See [Student and Administrator Deadlines](#) for quarterly Teaching Associate exception deadlines.

## 2. Teaching Associate for Summer Session

### ***Procedure***

*Step #1:* All exception memos must be prepared on departmental letterhead by the hiring department.

*Step #2:* All exception memos must be addressed to the Graduate Dean Frances Leslie and the Subcommittee on Courses and mailed to Summer Session (A-106 Extension, Zot: 5705)

*Step #3:* All exception memos must include all items as indicated on the Summer Session Teaching Associate Checklist.

- [Summer Session Teaching Associate Checklist](#)

*Step #4:* All exceptions are checked by Summer Session and forwarded to the Graduate Division for review. Incomplete exceptions will not be forwarded to the Graduate Division and will be sent back to the hiring department for the missing components.

*Step #5:* If approved by Graduate Division, the request will be forwarded to the UCI Academic Senate's Subcommittee on Courses for their review. Notification of the final decision will be made to Summer Session.

***Note: Please refer to the annual Summer Session Planning Guide for Summer Session Teaching Associate deadlines. Final approval must occur prior to the issuance of an appointment notification to the graduate student and prior to the beginning of the teaching assignment.***

### **D. Non-Academic Exceptions**

#### 1. Late and Retroactive Appointments

All appointments must be entered into the Payroll system within 14 days of the employment start date. Otherwise, the entry will be considered late and will require an exception. All late or retroactive appointments should be approved by the Graduate Dean prior to the entry of the appointment into the Payroll/Personnel System.

An exception is not required for a retroactive fund change. Please note that for Graduate Student Researcher appointments, exception requests for late entry due to a delay in grant funding CANNOT be approved.

#### 2. Service Limitation Exceptions

During any academic year quarter, a graduate student may not be appointed in any capacity by the University of California beyond a maximum of 50% time. In cases where employment beyond 50% time is deemed advisable by both the degree granting department and hiring department, an exception must be approved by the Graduate Dean.

Exceptions must include all items required for a general exception request as well as the requirements for a beyond 50% time employment exception (see link below).

- [Instructions for Beyond 50% Time Employment](#)

For further assistance regarding employment exceptions, please contact [Mary Rose D. Cruz](#) (x49102).

## VI. GSR Summer Employment for New Incoming Students in Fall

Departments may employ new incoming students in fall during the summer as GSRs/GSARs under the following conditions:

### ***Domestic Students:***

1. Should have filled out the Statement of Intent to Register for Fall
2. Start of appointment should be July 1<sup>st</sup>
3. No need to enroll in units in Summer Session

### ***International Students:***

1. Should have filled out the Statement of Intent to Register for Fall
2. Start of appointment should be July 1<sup>st</sup>
3. Must enroll in at least 6 units in Summer Session
4. Can only be employed to a maximum of 50% time

## VII. Employment and Fellowships

### **A. Definition of a Fellowship**

A fellowship is financial support, usually merit-based, provided to students primarily in their first or second year of a graduate program. However, students may receive fellowships at any time during their academic careers.

#### 1. Intramural Fellowships

- Funded by campus or university funds
  - *Examples:* block allocation, discretionary funding available to the students' academic unit, Graduate Division funding, or other campus funding sources.

#### 2. Extramural Fellowships

- Funded by agencies, companies, or other entities outside the campus or university. Most extramurally-funded fellowships send the funds to UCI and UCI issues the fellowship to the student. UCI has an administrative oversight role.
  - *Examples:* the National Science Foundation (NSF), the National Institute of Health (NIH), NASA, private companies like Raytheon, or groups like the American Heart Association.

### **B. Payment of Fellowship**

Fellowships can be paid as:

1. Fees/tuition
2. Nonresident supplemental tuition
3. Stipend
4. Or any combination of the three components listed above

Fellowship requests are to be submitted via FWA (Fellowship Web Application). Please note that our office does not accept fellowship requests via paper form. For more information on how to acquire access to FWA and GSS (Graduate Student Support), please visit the following links.

- [FWA \(Fellowship Web Application\)](#)
- [GSS \(Graduate Student Support Application\)](#)

→ For further information or assistance regarding FWA and GSS, please contact [Lily Truong](#) at x44961.

### C. Requirements for Fellowship

To be eligible for fellowship support, students MUST:

1. Be enrolled **full-time (minimum 12 quarter units)**.
2. Earn a letter grade of B, S or above in all courses completed during each of the three most recent quarters of enrollment.
3. Earn no more than two Incomplete (I) grades during each of the three most recent quarters of enrollment.
4. Earn a cumulative GPA of 3.0 or higher during each of the three most recent quarters of enrollment.
5. Make satisfactory academic progress toward the degree objective.

### D. General Guidelines for Fellowship and Employment

#### 1. Differences between Fellowship and Employment

##### ***Fellowship***

- No service component; a fellowship is not compensation
- Student receiving “free money” for financial support, usually merit-based
- Typically no taxes withheld
  - Fees/tuition are considered to be “qualified scholarship expenses” and are exempt from taxation
  - Fellowship stipends
    - o DOMESTIC students have NO taxes withheld
    - o INTERNATIONAL students, depending on their specific tax situation, may have Federal taxes withheld at a rate of 14%
- The university is **not** required to report fellowship income to the IRS and does not issue a W-2 or its equivalent for fellowship income.
  - ONLY INTERNATIONAL students who are NOT considered residents of the U.S. for tax purposes (this is very different from residency for immigration purposes) receive Form 1042-S from UCI’s Accounting Office each year.
  - **IMPORTANT NOTE:** Students are required to keep their own records of fellowship stipends they receive and report them appropriately on their tax returns. UCI issues no records or statements to students receiving fellowship stipends.

##### ***Employment***

- Compensation for services performed
- Students receive salary payments through the Payroll/Personnel System
  - **IMPORTANT NOTE:** Students cannot be paid with a fellowship in lieu of appropriate employment
- Applicable payroll and related taxes are withheld and reported to the IRS and the California Franchise Tax Board

#### 2. Coordination of Fellowship and Employment

- Students should not have both a full fee/tuition fellowship and TAsip which pays most of a student’s fees/tuition (partial remission).
- Students should not have both a full fee/tuition fellowship and a GSR appointment which pays for the student’s fees/tuition (full remission).
- Fellowships usually cannot be used to pay employment related remission.

### ASE remission

- ASE Partial Fee/Tuition Remission Budget is automatically charged
- Fellowships can NEVER be used to pay ASE remission

### GSR and GSAR Remission

- Remission is automatically debited to the same funding source(s) that is/are paying the student's salary, and fellowships are not usually allowed to pay GSR remission.
- Fellowships may be used to pay all or part of GSR remission if the funding source does not allow fees/tuition to be charged to that funding source.
  - o Examples of when GSR remission can be paid via fellowship:
    - \* If the health insurance cannot be charged to the funding sources paying the salary.
    - \* If a nonresident student is appointed on 19900 funds, which cannot pay for nonresident supplemental tuition. Per notice from the Office of the President, non-resident supplemental tuition should not be charged to a state fund.

### IMPORTANT NOTE:

The charging of GSR remission occurs via an automated process where Graduate Division's Grad Aid database is updated each evening from information uploaded from the Payroll/Personnel System. This process automatically generates or adjusts the remission based on the funding source(s) for the appointment as reflected in PPS, sending the associated debits and credits to the student's Student Billing System (SBS) account each day.

HOWEVER, if any part of GSR/GSAR remission is paid via a **fellowship**, the automated process within the Grad Aid system must be manually overridden. This action prevents any further automated changes from feeding through Grad Aid to SBS and thus to ledger.

Please notify the Graduate Division Employment staff immediately of any subsequent changes to the funding of the student's appointment in PPS. The database must be appropriately updated to reflect the changes to the associated remission.

- If you have any specific questions about when it may be appropriate to pay a GSR's remission benefit via a fellowship, please contact the Employment team in the Graduate Division.

## **E. Cancellation/ Withdrawal Affecting Employment and/or Fellowship**

### 1. Cancellation of Employment-Related Remission

Once employment is canceled, the student is no longer eligible for the remission that was used to pay their fees. Our system automatically sends a bill for the entire amount of the remission to the student's SBS (Student Billing System) account. If a student is billed for cancelled fee remission, the student OWES THE BALANCE ON HIS/HER ACCOUNT. This balance **must** be paid in order for the student to register in a subsequent quarter.

### 2. Refund of GSHIP

Students must initiate their withdrawal PRIOR TO THE FIRST DAY OF THE QUARTER; otherwise the GSHIP will not be credited back. Students will be responsible to pay the GSHIP premium and will retain coverage for the quarter.

### 3. Effect on Remission Eligibility Due to Changed Appointment Dates

If a student graduates prior to the end of the quarter, ending their appointment early, this affects their eligibility for the remission they received and the student may be billed. If the department wishes to allow the remission to remain in place, this may require an exception or another action. If you do not want your

student to be billed, please contact the Graduate Division Employment staff immediately if you become aware of this situation.

4. Effect on Ledgers

When the student's employment and/or fellowship is canceled and a bill is issued, 100% of the amount of the remission and/or fellowship is credited back to the department. **IF THE STUDENT DOES NOT PAY THIS BILL after approximately 6 months**, the bill is sent to a collections agency and the debit is re-posted to the department's ledgers. If any money is collected from the student, a partial credit would then be posted to the department's ledgers.

5. Remedy for Billed Students

Departments may choose to pay the student's balance for canceled remission via a fellowship if they wish. This requires a request for an exception to the fellowship enrollment policy and must be charged to an **unrestricted funding source**.

If a student's fees/tuition were paid with a fellowship, departments can also choose to leave the fee/tuition portion of the fellowship in place so that the student is not billed. If a student withdraws after receiving stipend payments for that quarter, the department may also choose to bill the student for the stipend payments. Under no circumstances would a student who withdrew be allowed to receive stipend payments after withdrawing.

**F. Disbursement Electronic Funds Transfer (DEFT)**

Students are strongly encouraged to have their salary and/or fellowship stipend directly deposited into their bank accounts. For either type of payment, students sign up for this service via the [DEFT \(Disbursement Electronic Funds Transfer\)](#).

**VIII. Graduate Student Employment Contacts**

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