



Graduate Student Employment Tools

- Introduction.....1**
- I. General Employment Policies.....2**
 - A. Full Time Graduate Students.....2
 - B. Part Time Graduate Students.....2
 - C. Graduate Students on Filing Fee.....2
 - D. Graduate Students on Leave of Absence (LOA).....2
- II. Graduate Student Appointment Titles.....2**
 - A. Academic Student Employee Titles2
 - B. ASE Salary Scales.....3
 - C. Researcher Titles.....3
 - D. Researcher Salary Scales.....4
- III. Fee Remission.....4**
 - A. Basic Definitions4
 - B. Fee Remission Process.....4
 - C. Fee Remission Eligibility.....4
 - D. ASE Title Codes5
 - E. Researcher Title Codes5
 - F. Combination Appointments6
 - G. Deadline, Dates and Reminders6
- IV. Graduate Student Appointment Policies.....6**
 - A. Academic Qualifications for ASEs and Researchers.....6
 - B. Academic Qualifications for Teaching Assistants and Teaching Associates7
- V. Exceptions to Policy.....8**
 - A. General Guidelines.....8
 - B. Procedure for Requesting an Exception.....8
 - C. Teaching Associate Exceptions.....9
 - D. Doc2A Policy Exceptions.....10
 - E. Non-Academic Exceptions.....10
- VI. Other Employment Related Procedures.....11**
 - A. Graduate Student Loan Program.....11
- VII. Employment and Fellowships.....11-15**
- VIII. Graduate Student Employment Resources.....15**
- IX. Graduate Student Employment Contacts.....16**

Introduction

To assist staff in the academic units, the UCI Graduate Division has developed the following tools to help you 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. Our goal is to reduce the need and resources required by you to search multiple campus websites in order to find pertinent information related to the employment of graduate students in teaching and research titles. We welcome your comments or suggestions for improvement.

For further details regarding any of the information in the Employment Tools, please visit the employment section of the Graduate Advisor's Handbook (Section IV, pg. 22) - www.rgs.uci.edu/grad/staff/grad_hdbk.pdf

The Employment Staff
UCI Graduate Division

I. General Employment Policies

All departments or facilities 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).

1. Inter-Session Dates for the Current Academic Year

Employment may be increased to a maximum of 100% time during the inter-sessions (between quarters) and during the summer recess. Additional information and exact dates may be found on our website for the inter-session dates for the current academic year: www.rgs.uci.edu/grad/staff/inter2008_2009.htm

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 graduate students may not be employed in an academic or graduate student title. Graduate student titles are GSR, GSAR, TA, Teaching Associate, Reader, and Tutor.

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 Remission Eligible)

A. Academic Student Employee Titles (ASEs)

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
 - Hold office hours
 - Not assigned full instructional responsibility

2. Teaching Associate

- *Definition:*

An academically qualified, full-time graduate student employed temporarily to teach a lower-division course. On an exception 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 Associate 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
- Hold 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)

www.ap.uci.edu/salary/CurrentScales/stuAssoc.pdf

2. Reader, Tutor, Teaching Assistant (TA)

www.ap.uci.edu/salary/CurrentScales/stuTA.pdf

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 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" due to the difference between the pay period and the service period. This applies if an employee is appointed after the beginning date of the quarter or is unable to provide service through the end date of the quarter.

- [The 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)

www.ap.uci.edu/salary/CurrentScales/gsr.pdf

- The GSR title consists of ten salary steps. Progression may be made 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)

www.ap.uci.edu/salary/CurrentScales/gsr.pdf

- 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 Remission

A. Basic Definitions

1. Fee Remission - Graduate student aid from employment (25% time or more) that pays for student fees & non-resident tuition
2. Full Fee Remission - 100% payment of all applicable fees and tuition
3. Partial Fee Remission - 100% payment of GSHIP, educational, and registration fees
4. GSHIP - Graduate Student Health Insurance Program fee
5. Non-Resident Tuition - Out of state fees for students who are not California residents or are International students

B. Fee Remission Process

Step #1 - Department inputs the appointment into PPS (Payroll System)

Step #2 - PPS feeds appointment information into Grad Aid

Step #3 - Grad Aid automatically generates the fee remission through TFRS (Tuition Fee Remission System)

- For information regarding quarterly graduate fees and tuition
<http://www.reg.uci.edu/registrar/soc/fees/2008-2009/graduate.html>

C. Fee 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 remission.
- Partial fee remission charts
 - Full time Graduate Students
www.rgs.uci.edu/grad/staff/partial_remission_0708.xls
 - Part time Graduate Students
www.rgs.uci.edu/grad/staff/partial_parttime_remission_0708.xls

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 remission.

D. ASE Title Codes

1. Teaching Assistant (TA)

- *Payroll Title Codes:*
 - 2310 - GSHIP/Partial Fee Remission
 - 2311 - Non-GSHIP/No Fee Remission

2. Teaching Associate (Associate In)

- *Payroll Title Codes:*
 - 1506 – GSHIP/Partial Fee Remission
 - 1507 - Non-GSHIP/No Fee Remission

3. Reader

- *Payroll Title Codes:*
 - 2850 - GSHIP/Partial Fee Remission
 - 2851 - Non-GSHIP/No Fee Remission
- 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
- 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 (domestic student)
 - 3284 - GSHIP/Full Fee & Tuition Remission (non-resident student)
 - 3266 - Non-GSHIP/No Fee Remission (non-resident or domestic student)

2. Graduate Student Assistant Researcher (GSAR)

- *Payroll Title Codes:*
 - 3274 - GSHIP/ Full Fee/Tuition Remission (non-resident or domestic student)
 - 3273 - Non-GSHIP/No Fee Remission (non-resident or domestic student)

F. Combination Appointments

1. TA and GSR combination appointments

- 25% TA + 25% GSR
All fees (including non-resident tuition if applicable) are paid for by the GSR salary funding source.
- 25% TA + 24% GSR
Partial fees (100% of GSHIP, registration and educational fees) are paid for by the ASE partial fee remission budget.

2. ASE combination appointments

- 10% Reader + 15% Tutor
If the total percent is 25% or more, then partial fees (100% of GSHIP, registration and educational fees) are paid for by the ASE partial fee remission budget.

3. GSR combination appointments

- 10% GSR + 15% GSR
If the total percent is 25% or more, then all fees (including non-resident tuition if applicable) are paid for by the GSR salary funding sources. The charges for the fees 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 Department.

In early July, the deadlines and processing dates are posted on the Graduate Division website for Fall, Winter, and Spring Quarters of the next full academic year. An email communication is sent to the employment staff of the academic units by the Graduate Division to announce the availability of the information.

Graduate Student Appointment Processing Dates, Deadlines, and Reminders
www.rgs.uci.edu/grad/staff/student_employment.htm

IV. Graduate Student Appointment Policies

A. Academic Qualifications for Academic Student Employees (ASEs) and Researchers

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.

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*

- Registration fees for the current academic year are available on the Registrar's website: www.reg.uci.edu/registrar/soc/fees.html. Please be aware that all fees are subject to change by the Regents of the University of California. Fees are not determined at the campus level.
- 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:

- 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 School of Humanities and 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. Graduate students exceeding the 12 quarter TA limit

TA appointments may not exceed 12 quarters. Students must advance to candidacy towards their PhD in order to be employed as a Teaching Assistant (TA) or Teaching Associate beyond 12 quarters.

2. Graduate students exceeding the 18 quarter TA limit

TA appointments cannot exceed 18 quarters total. **(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 Spoken English (TSE) www.ets.org/tse

Passing Score: 50

•

Test of English as a Foreign Language Internet-based Testing (TOEFL iBT) www.ets.org/toeflibt

Passing Score: 26 (the speaking portion only)

International English Language Testing System (IELTS) www.ielts.org

Passing score: 8 (the speaking portion only)

On Campus Exams:

- **Spoken Proficiency English Assessment Kit (SPEAK)** www.humanities.uci.edu/hirc/speak/
Passing score: 50
(Can only be taken once a quarter)

Test of Oral English Proficiency (TOEP) <http://e3.uci.edu/programs/esl/toep.html>
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 www.rgs.uci.edu/grad/students/esl_tests.htm

NOTE: There are **NO EXCEPTIONS** to this proficiency requirement.

However, IF the international student or permanent resident is:

- 1) a US Citizen (regardless of country of origin) **or**
- 2) has completed ALL years of High School in the US (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

then, they are exempt from the proficiency requirement.

- For further assistance regarding the English proficiency exam, please contact Jonathan Lew (x48018) or Tina Choi (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 Associate Graduate Dean prior to the entry of the appointment into the payroll system. Exception requests are reviewed on a quarter-by-quarter basis.

B. Procedure 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 www.rgs.uci.edu/grad/staff/exception_template.pdf
- Sample exception memos
 - Late Appointment exception sample
www.rgs.uci.edu/grad/staff/sample_memo_late.pdf
 - Low Grade/GPA exception sample
www.rgs.uci.edu/grad/staff/sample_memo_grade.pdf

Step #2: All exception memos must be addressed to the Associate Graduate Dean Frances Leslie and mailed to Tina Choi 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 the exception memos.

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

- Exception request checklist www.rgs.uci.edu/grad/staff/general_checklist.pdf

Step #4: All exception memos must be submitted in a timely manner. Exception memos will be reviewed by Associate Graduate Dean only **once a week on THURSDAYS**. Therefore, please submit your exceptions as soon as possible prior to Thursday 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.

C. Teaching Associate Exceptions

On an exception 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 Associate 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 Associate Graduate Dean Frances Leslie and the Subcommittee on Courses and mailed to Tina Choi (120 Aldrich Hall, Zot: 3180).

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

- Teaching Associate Checklist
www.rgs.uci.edu/grad/staff/assoc_checklist.pdf

Step #4: All exception memos must be submitted in a timely manner. Exception memos will be reviewed by the Associate Graduate Dean **once a week on THURSDAYS**. Therefore, please submit your exceptions as soon as possible prior to Thursday to allow enough time for employment staff to prepare the exception for review. Otherwise, your exception request may be delayed and will be reviewed the following Thursday.

- Teaching Associate exception sample
www.rgs.uci.edu/grad/staff/sample_memo_assoc-in.pdf

2. Teaching Associate for Summer Session

Procedure

Step #1: All exception memos must be prepared on a departmental letterhead.

Step #2: All exception memos must be addressed to the Associate 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
www.rgs.uci.edu/grad/staff/summer_checklist.pdf

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 the Graduate Division, the request will be forwarded to the UCI Academic Senate's Subcommittee on Courses for their review; and notification of the final decision will be made to Summer Session.

Note: Sufficient time, i.e., 2-3 weeks minimum, is required for the approval process. 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. DOC 2A Policy Exceptions

Definition of Doc2A:

Students beyond 9 quarters past their advancement to candidacy.

- Please note that the Doc2A quarter count begins with the quarter immediately following their advancement to candidacy date. For example, if a student advances to candidacy 11/13/07, Winter quarter would be the first quarter counted.

The university does not receive state funding for students in the Doc2A status. Therefore, Doc2A students cannot be appointed as Teaching Assistants, unless approved by an exception by the Associate Graduate Dean.

E. Non-Academic Exceptions

1. Late and Retroactive Appointments

All appointments must be entered into Payroll 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 Associate Graduate Dean prior to the entry of the appointment into Payroll.

An exception is not required for a retroactive fund change. Please note that for Graduate Student Researcher appointments, exception request 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 the 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 Associate 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% employment
www.rgs.uci.edu/grad/staff/beyond_50.pdf

➤ For further assistance regarding employment exceptions, please contact Tina Choi (x49102).

VI. Other Employment Related Procedures

A. Graduate Student Employment Loan Program

1. Eligibility

- Graduate students appointed as Teaching Assistants, Teaching Associates, Readers, Tutors, Graduate Student Researchers, or Graduate Student Assistant Researchers for 20% time (88 hours of assigned workload) or more, may be eligible to receive short-term, interest-free loans. This program is offered at the sole discretion of UCI and is only available to graduate students employed by UCI, i.e., on UCI payroll status.

2. Purpose

- Loans are for the sole purpose of assisting graduate student employees, appointed in the payroll titles listed above, in paying the residual portion of their fees and/or providing a cash advance.
 - **Fall quarter**
Loans may be requested in the form of:
 - Cash advance (available in increments of \$300, \$500, and \$700)
 - Cash advance + payment of local fees
 - Payment of local fees only
 - **Winter and Spring quarter**
Loans may be requested in the form of:
 - Payment of local fees only

3. Procedure

- Loans may be requested from and are processed by the Graduate Division (120 Aldrich Hall). The graduate student is required to complete a promissory note and there is a \$25 processing fee added to the loan amount.

➤ For further assistance/information regarding Graduate Student Employment Loans, please contact Jonathan Lew (x48018) or Tina Choi (x49102).

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, by the Graduate Division, 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 money to UCI and UCI issues the fellowship to the student. UCI has an administrative oversight role.
 - *Examples:* the National Science Foundation (NSF), the National Institutes 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
- 2) Non-resident 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 no longer accepts fellowship requests via paper form. For more instruction on how to acquire access to FWA and GSS, please visit the following links.

- FWA (Fellowship Web Application)
<http://apps.grad.uci.edu/fellowship/>
- GSS (Graduate Student Support)
<http://apps.grad.uci.edu/gss/>

➤ For further information regarding FWA and GSS, please contact Tina Choi (x49102).

C. Requirements for Fellowship

Student MUST:

- 1) be enrolled full-time in a graduate program
- 2) be making good academic progress
- 3) have a cumulative GPA of 3.0, and sometimes higher, depending on the program
- 4) be making acceptable time-to-degree progress.

D. General Guidelines for Fellowship and Employment

1. Differences between Fellowship and Employment

Fellowship

- No service component; not compensation
- Student receiving “free money” for financial support, usually merit-based
- Typically no taxes withheld
 - Fees and tuition are considered to be “qualified scholarship expenses” and are exempt from taxation.
 - Fellowship stipends
 - DOMESTIC students have NO taxes withheld.
 - FOREIGN 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

W-2 or its equivalent for fellowship income.

- ONLY FOREIGN 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 in March of 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

- Compensated for services performed
- Students receiving salary through the Payroll System
 - **IMPORTANT NOTE:** Students cannot be paid with a fellowship in lieu of 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 fellowship and a TAship which pays most of a student's fees (partial fee remission).
- Students should not have both a full fee and/or tuition fellowship and a GSR appointment which pays for the student's fees and/or tuition.
- Fellowships usually cannot be used to pay employment related remission.

ASE remission

- ASE Partial Fee 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 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 that funding source does not allow for fees and/or 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 non-resident student is appointed on 19900 funds, which cannot pay for non-resident tuition. Per notice from the Office of the President, non resident tuition should not be charged to a state fund.

IMPORTANT NOTE:

The charging of GSR remission occurs via an automated process where the Graduate Division's Grad Aid database is updated each evening from information uploaded from the Payroll system. This process automatically generates or adjusts the remission based on the funding source(s) for the appointment as reflected in Payroll, 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.

Please notify the Graduate Division employment staff immediately of any subsequent changes to the funding of the student's appointment in the Payroll System. 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 or LOA 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. Depending on when the student withdraws, they may receive credit for some amount of their fees which will be reflected in the student's SBS account. Withdrawal credits are based on the refund schedule posted on the Registrar's website: <http://www.reg.uci.edu/registrar/soc/cw.html>. If a student is billed for remission and receives some credit back, the student OWES THE BALANCE LEFT; this balance must be paid in order to be allowed 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. 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 are 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 DOESN'T PAY 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. It 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 were paid with a fellowship, departments can also choose to leave the fee 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 those stipend payments. Under any circumstances would a student who withdrew be allowed to receive stipend payments after withdrawing. For questions regarding billed students, please contact Tina Choi (x49102).

F. Disbursement Electronic Funds Transfer (DEFT)

Students are strongly encouraged to have their salary 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) system.

How To Sign Up

The system is available on the Applications menu on SNAP. Students may only designate ONE bank account for any type of payment. Students cannot opt for salary payments to be deposited into one bank account and fellowship stipend payments into another account.

VIII. Graduate Student Employment Resources

Graduate Advisor's Handbook Employment Section (Section IV, pg. 22):

http://www.rgs.uci.edu/grad/staff/grad_hdbk.pdf

Graduate Student Employment Intercession Dates:

http://www.rgs.uci.edu/grad/staff/inter2008_2009.htm

Graduate Student Registration fees:

<http://www.reg.uci.edu/registrar/soc/fees/graduate.html>

2008-2009 Academic Calendar:

<http://www.reg.uci.edu/uci/calendars/academic/calendar2009.html>

2008-2009 Quarterly Calendar with Deadlines:

<http://www.reg.uci.edu/registrar/soc/quartercalendar08-09.html>

Graduate Student Appointment Salary Scales:

- Associate In (Teaching Associate) <http://www.ap.uci.edu/salary/CurrentScales/stuAssoc.pdf>
- Reader, Tutor, Teaching Assistant (TA) <http://www.ap.uci.edu/salary/CurrentScales/stuTA.pdf>
- Graduate Student Researcher (GSR) <http://www.ap.uci.edu/salary/CurrentScales/gsr.pdf>
- Graduate Student Assistant Researcher (GSAR) <http://www.ap.uci.edu/salary/CurrentScales/gsr.pdf>

The Daily Rate Calculation Worksheet:

http://www.rgs.uci.edu/grad/staff/Daily_Rate.pdf

Pay & Service Period Calendar:

<http://www.ap.uci.edu/salary/CurrentScales/Calendar2008-09.pdf>

Partial Fee Remission Chart:

- Full time Graduate Students http://www.rgs.uci.edu/grad/staff/partial_remission_0708.xls
- Part time Graduate Students http://www.rgs.uci.edu/grad/staff/partial_parttime_remission_0708.xls

Graduate Student Appointment Processing Dates, Deadlines, and Reminders:

http://www.rgs.uci.edu/grad/staff/student_employment.htm

English Proficiency Requirement for International TAs:

- Summary Chart http://www.rgs.uci.edu/grad/students/summary_chart.pdf
- More information http://www.rgs.uci.edu/grad/students/esl_tests.htm

Exception Requests:

- Exception request template www.rgs.uci.edu/grad/staff/exception_template.pdf
- Sample exception memo(s) www.rgs.uci.edu/grad/staff/sample_memo.pdf
 - Late appointment exception sample www.rgs.uci.edu/grad/staff/sample_memo_late.pdf
 - Low grade/GPA exception sample www.rgs.uci.edu/grad/staff/sample_memo_grade.pdf
- General exception request checklist www.rgs.uci.edu/grad/staff/general_checklist.pdf
- Teaching Associate exception checklist www.rgs.uci.edu/grad/staff/assoc_checklist.pdf
- Teaching Associate exception sample www.rgs.uci.edu/grad/staff/sample_memo_assoc-in.pdf
- Summer Session exception checklist www.rgs.uci.edu/grad/staff/summer_checklist.pdf
- Beyond 50% time employment www.rgs.uci.edu/grad/staff/beyond_50.pdf

Fellowship Web Application (FWA):

<http://apps.grad.uci.edu/fellowship/>

Graduate Student Support (GSS):

<http://apps.grad.uci.edu/gss/>

DEFT:

<https://sbs.adcom.uci.edu/ZotAccount/>

Employment Guidelines for Extramural Fellowships:

www.rgs.uci.edu/grad/staff/employ_guidelines.pdf

IX. Graduate Student Employment Contacts**Tina Choi**

Graduate Student Employment Assistant Analyst

tina.cho@uci.edu

949-824-9102

Jonathan Lew

Post-Doctoral Program Coordinator & Graduate Student Employment Analyst

jlew@uci.edu

949-824-8018

Sharon Metzger

Senior Fellowship & Postdoctoral Scholar Program Analyst -- Graduate Student Employment Analyst

smetzger@uci.edu

949-824-8120

120 Aldrich Hall

Zot Code: 3180

Fax: 949-824-9096