

# AUSS-C

## Zoom Q & A

**June 13, 2024, 1:30pm**

**2nd Thursday, monthly**



# GSR Fellow & Trainee Administration

New Job Codes for GSR Trainee & Fellow effective 07/01/2024.

Submit Job Changes case by 07/10 to update your 3140/3150 assignments

GSR-FELLOWSHIP-NO REM -- 3144

GSR-TRAINEE-NO REM -- 3154

Cases MUST INCLUDE

- Monthly Amount for Fellow/Trainee
- COA funding string. TBD ok in Case funding fields & attach UCPATH Funding Entry COA Excel. 3140/3150's assignments were formerly paid through Banner, make sure to provide the correct Fellow/Trainee COA and we will update.
- Run Cognos UCP-391 to check the funding on the 3140/3150's assignments to see what is there now
- 07/01/2024 Run Cognos UCP-391 on the 3144/3154's assignments to see what COA is assigned for July payroll expenses.

# ASE Short Work Breaks for summer

ASE = TAs, GSRs, Als, Readers and Tutors

Short Work Break is used when Employee is not working in any other job at UCD.

Employee is not receiving any pay through UCPath.

## BENEFITS

- HR Status remains active in UC Path. Employee will not need a rehire in Fall.
- Oath/Patent & I-9 stays active.
- Direct Deposit info will not be scrubbed during SWB

## We Accept Spreadsheets!!

You may send one Job Changes case for multiple employees. Indicate the **New Job End Date** in the case. Then in **Anything Else You Want Us To Know** indicate that the employees who need SWB extension are included on the attached spreadsheet.

## On the spreadsheet include:

- Employee ID#, Name, and the position that needs SWB.

# Postdoc Anniversary Date

Remember : )

**Departments submit Job Changes cases to update Postdoc Anniversary Dates**

Anniversary Date tells UCPATH when to update Postdoc leave balance allotments

The anniversary date must be updated every year before it expires to ensure accrual loads are granted

Submit a Job Changes case **before 15th of anniversary month** for Postdoc leave accruals to load on time

**Example:** If an appointee is hired under a Postdoc job with an effective date of February 1, 2023, the Anniversary Date entered in UCPATH February 1, 2024. Submit a Job Changes case **before 15th of February** requesting Anniversary update of February 1, 2025.

**Cognos UCP-302 Post-Doc Anniversary Dates Report** is available to Departments.

If you don't have access this report contact, [ucpath@ucdavis.edu](mailto:ucpath@ucdavis.edu)

<https://ucpath.ucdavis.edu/system-information/cognos>

# Upper-Level Academics do not auto term

Per Academic Affairs only Academic Student Employees (TAs, GSRs, Als, Readers and Tutors) may automatically terminate.

We need a Termination Case for all academic employees higher than ASE to bring the job to an end. For example, Postdocs, Lecturers, Recall Faculty, Visiting Faculty, etc.

**Without a Termination in UCPATH the employee continue to be paid even beyond the Expected Job End Date**

Overpayments are a HUGE problem across all the UCs & create a huge workload at the UCPATH Center that slows down other actions. We all need to work together to reduce the number of overpayments.

Use Cognos UCP-103 Jobs with Approaching End Dates Report & UCP-272 Employee Roster Report to check Expected Job End Dates. These reports also note if the job has the Auto End Flag. Y=will auto term. N=will not auto term/need Termination Case to end the job.



# Recall Additional Employment Cases

## Best Practice include the approved EXR with Additional Employment/Onboarding Case

- Additional Employment when the candidate does not have an Emeritus assignment
- Onboarding Case when the candidate does not have an Emeritus assignment

EXR07205

### Pay Rate in Case = Proposed annual salary

We use this figure for **UCANNL** in UCPath.

Let us know the monthly amount the Recall Faculty is expecting to pay so that we can be sure the **Compensation Frequency** is set correctly in UCPath.

Appointment					
Proposed appointment	Department	Percent time	Compensation	Proposed annual salary	Computed annual salary
001702: RECALL FACULTY	PHILOSOPHY / LETTERS AND SCIENCE: SOCIAL SCIENCES	15.00%	Salaried	\$227,032.00	\$34,054.80



**UBEN 1039 - UCRP REEMPLOYED RETIREE NOTIFICATION FORM** is required when rehiring a retired employee who is receiving a monthly retirement pension. Your case processor will request that the department provide the completed & signed form. **NOTE:** As stated on the form, UBEN 1039 is not required, if the employee received a UCRP lump sum cashout at retirement.

<https://ucnet.universityofcalifornia.edu/tools-and-services/administrators/docs/ucrp-reemployed-retiree-notification-form-uben-1039.pdf>