AUSS-C
Zoom Q & A

September 11, 2025
1:30pm

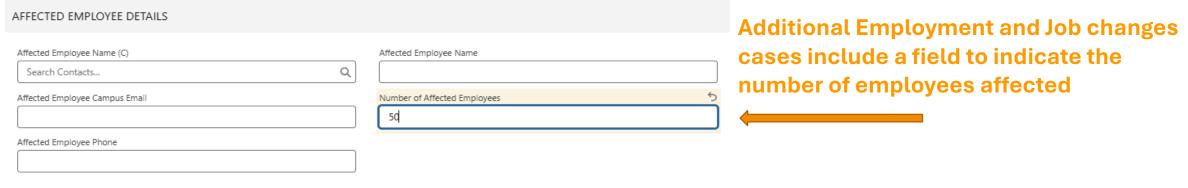**2nd Thursday, monthly**

Fall cases and extensions

➢ **In the Affected Employee Name (C) field, include the name of the first employee listed on your spreadsheet**

➢ **In the Number of Affected Employees field, specify the total number employees requiring action**

AFFECTED EMPLOYEE DETAILS

Affected Employee Name (C)

Search Contacts...

Affected Employee Campus Email

Affected Employee Phone

Affected Employee Name

Number of Affected Employees

50

Additional Employment and Job changes cases include a field to indicate the number of employees affected

To ensure consistency and accuracy, please group similar employee job types. For instance, one spreadsheet should be dedicated to TA job updates (such as extensions), while another should focus on GSR job updates. Additionally, please separate the lists into two categories: Additional Employment and Job Change

Aggie Service Case Types

Additional Employment: *This refers to a situation where an employee holds an active UCPath appointment without any interruption in their UCD service. Use this case type when you want to add a different job/code. **Example: Employee has a TA appt, but wants to add a GSR appt for the same quarter or the next quarter***

Job Changes: *This involves requesting modifications to existing job data. Changes may include a new end date, a change in FTE, or other adjustments. Please note that a new end date should only be used to extend a position; if an employee needs to terminate their position earlier than the anticipated end date, the termination case should be used instead*

Timing Guidance for quarterly Academic Student Employees

Submit AggieService cases by these target dates: For quarterly onboarding, job changes (extensions), or additional employment, to ensure Academic Student Employees are established in their assignments before the quarter begins. ASE includes GSR, TA, AI, readers, and tutors

Submit Case to AUSSC By	Quarter Start Date
August 15th	October 1st
November 15th	January 1st
February 15th	April 1st
May 15th	July 1st

These dates give AUSSC enough time to communicate with the employee if necessary. For example, some employees may need their I-9 work authorization reviewed to extend their employment beyond their current Expected Job End Date

In the past, we have received a high volume of cases in the last two weeks of September. This has led to a considerable scramble for AUSSC processors. While we can establish an assignment within two weeks, it is challenging for us to get ALL of the department's assignments set up in such a short timeframe

Just a reminder that AUSSC depends on UCPath deadlines, blackout dates, and processing schedules. UCPath can be unpredictable because its processing workload is affected by actions from the 14 UC Business Units

Helpful Hint: Please run the Cognos UCP-103 Jobs with Approaching End Dates Report

Please submit layoff cases as soon as they occur. Terminations due to layoffs require additional handling by AUSSC and UCPath. It's crucial to submit local UCPath actions at least two weeks before the employee's termination date

❖ **Always attach the Layoff Letter to your Aggie Service case**

❖ **If your Collective Bargaining Contract includes a severance option, please attach the completed severance election form to your Aggie Service case**

Aggie Service Request – Use Termination Case Type: Involuntary and Select Reason from drop-down
Elimination of Position
Layoff – Reduced Sev. Reh/Recall
Layoff – Rehire/Recall Rights
Layoff - Severance

Please ensure you select the appropriate termination reason. AUSSC cannot advise on which reason to choose:

- **For staff employees, departments should contact Employee and Labor Relations for guidance**
- **For most academic employees, please reach out to the Dean's Office or Academic Affairs for assistance**
- **For postdoctoral employees, please contact Graduate Studies for direction**