Graduate Student Employment Tools

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 see Graduate Policies and Procedures, Section IV: Academic Appointments and Graduate Student Employment.

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.

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)

A student on an approved leave may not hold student academic appointments (Teaching Assistant, Graduate Student Researcher, Reader, etc.) or other student employment titles.

E. Graduate students Registered in Self-Supporting Programs

Teaching Assistants and Teaching Associates
SSGPDP students should only be considered in the event that it is impossible to identify and appoint 1) a qualified PhD student, not necessarily in the same school or discipline; and 2) a qualified state-supported master's student, not necessarily in the same school or discipline.

SGPDP students must meet the same academic standards as state-supported graduate students hired as TAs. Students must also meet the same English proficiency requirements as state-supported students in order to be appointed as a TA. Note that waiving the English proficiency requirement for admissions purposes does not exempt a student from meeting the TA requirement for English proficiency.

SSGPDP students serving as TAs must undergo the same TA training as state-supported graduate students and demonstrate that they have a sufficient teaching foundation (i.e., TAPDAP).

Funding source for ASE salary and remission

Salary and remission should be covered by the hiring unit.

- If the SSGPDP student will be an ASE for an SSGPDP, then the salary and remission must be paid with SSGPP program revenues or other discretionary funding sources available to the program.
- If the SSGPDP student will be an ASE in a state-supported program, then the salary may be charged to the regular TA instructional salary funding source; however, remission must be paid from other discretionary funds.
- In no case shall remission costs be paid by campus TA remission budget allocations.

<u>ASE Fee remission</u>

- The fee remission paid on behalf of an SSGPDP student will be paid as all other remission is paid, i.e., as a fee credit posted to the student's Student Billing System (SBS) account. Under no circumstances will the funds be provided directly to the student. The amount of fee remission is equal to the amount of remission paid on behalf of a student in a state-supported program for the Tuition and Student Services components of a student's fee assessment.
- The remission should be based on in-state remission and should not include NRST.
- As with a student in a state-supported program, if the student in an SSGPDP is charged and does not waive out of GSHIP, the GSHIP amount will be included in the fee remission. In no case will fee remission exceed the total charges the student pays to the SSGPDP.
- If the fee remission total exceeds the total program fee(s), the remission will be reduced accordingly.

F. Volunteers and Other Titles

Students performing the duties of an ASE (Academic Student Employee) or GSR (Graduate Student Researcher) must be appropriately appointed in an ASE or GSR title and compensated through the UC Irvine payroll system for their time and effort. Students may not perform ASE or GSR duties while appointed in other academic or staff titles, or as volunteers. Additionally, the stipend from a fellowship may not be used as a substitute for salary for an academic appointment.

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. <u>Teaching Assistant</u>
   - *Definition:*
     An academically qualified and registered graduate student in full-time residence 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 the supervising faculty member by conducting discussion, laboratory, or quiz sections that supplement faculty lectures
     - Grading assignments or examinations
     - Holding office hours
     - Not assigned full instructional responsibility for an entire course

2. <u>Teaching Associate (Associate In)</u>
   - *Definition:*
     An academically qualified and registered graduate student in full-time residence employed temporarily to teach a lower-division course. 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

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
    - Readers will not be given the responsibilities customarily assigned to Teaching Assistants.

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 registered graduate student, enrolled full-time, 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 registered graduate student, enrolled full-time, who performs research under the supervision of a Principal Investigator on a research project which is *not* related to the student's degree program.

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

1. Graduate Student Researcher (GSR)

- The GSR title consists of 10 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 Student Services Fee, Tuition and GSHIP premium.
- $100 per quarter to partially cover campus-based fees (effective with the academic term beginning January 2019).
- Please note that partial fee/tuition remission does *NOT INCLUDE* nonresident supplemental tuition.
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 the payroll system.
Step #2: The payroll system feeds appointment information into Graduate Division's GradAid database.
Step #3: GradAid 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. <u>Graduate Student Assistant Researcher (GSAR)</u>
- *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 for State Supported Programs

1. <u>TA and GSR combination appointments</u>
- 25% TA + 25% GSR
Full fee/tuition remission (including nonresident supplemental tuition if applicable) is paid by the GSR salary funding source(s).

- 25% TA + 24% GSR
Partial fee/tuition remission (see *definition of partial fee/tuition remission* in Section III, Part A above) is paid by the ASE partial fee/tuition remission budget.   Nonresident supplemental tuition is NOT paid.

- 15% TA + 10% GSR
Partial fee/tuition remission (see *definition of partial fee/tuition remission* in Section III, Part A above) is prorated between the ASE remission budget and the GSR salary funding source(s).   Nonresident supplemental tuition is NOT paid.

2. <u>ASE combination appointments</u>
- 10% Reader + 15% Tutor
If the total percent is 25% or more, then partial fee/tuition remission (see definition of partial fee/tuition remission in Section III, Part A above) is paid by the ASE partial fee/tuition remission budget. Nonresident supplemental tuition is NOT paid.

3. <u>GSR combination appointments</u>
- 10% GSR + 15% GSR
If the total percent is 25% or more, then full fee/tuition remission (including nonresident supplemental tuition if applicable) is 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. Student and Administrator Deadlines

Deadlines for exception requests, processing graduate student appointment, and fellowships are established by the Graduate Division each year to ensure students' graduate aid (remission or fellowship) is processed by the Registrar's quarterly registration and fee payment deadline.

Student and Administrator Deadlines

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.

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:
   - 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 (I) grades
   - 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. Teaching Assistant/Associate Quarter Limit

Teaching Assistant/Associate appointments may not exceed 12 quarters prior to advancement to candidacy. Students must advance to candidacy towards their Ph.D. in order to be employed as a Teaching Assistant/Associate beyond 12 quarters. Teaching Assistant/Associate appointments cannot exceed 18 quarters total per student. Any quarter in which the student is appointed and compensated, at any amount/rate or percent time, is counted toward this maximum. This policy applies irrespective of whether a student enrolls in more than one academic program.

Please note: Due to COVID-19, UCOP has authorized a *temporary extension* to the max number of terms one can serve as a Teaching Assistant/Associate [3 quarters for a total of 21 quarters] effective fall 2020 thru spring 2022. **Under no circumstances will a 22nd quarter exception be granted.**

2. English Language Proficiency Requirements for Teaching Assistants and Teaching Associates (Associate In)

All graduate students, except those who have earned an undergraduate degree from an institution at which English was the sole language of instruction according to the World Higher Education Database, are required to demonstrate oral English proficiency before they are appointed to Teaching Assistant or Teaching Associate titles. The aforementioned exception will apply only when the undergraduate degree has been earned within five years prior to admission to a graduate program at UCI.

In order to establish eligibility for appointment as a UCI Teaching Assistant (TA) or Teaching Associate, students are required to pass a campus-approved test, or if eligible, by an exception.

Exception to the Policy

A student earned an undergraduate degree from an institution at which English was the sole language of instruction according to the World Higher Education Database within five years prior to admission to a graduate program at UCI.

Exemption to the Policy

Students who have received an undergraduate degree in an institution with English as its sole language of instruction and who are more than five years beyond degree may request an exemption to the policy; such exemption requests will be considered by the Program in Global Languages & Communication.

Students appointed to Teaching Assistant or Teaching Associate positions for advanced language courses where the entire course is conducted in a language of instruction other than English are exempt from the English language proficiency requirement in this policy.

Process for requesting an assessment:
The graduate program requesting an exemption for an international graduate student should email TOEP@uci.edu with the following information:

1. The student's information (name, UCI ID number, email address) and

2. Confirmation that the student has been waived the English language proficiency requirement for admissions purposes. The staff in the Program in Academic English will then contact the student directly to set up an appointment for an Oral Screening, which will be assessed by instructors or academic coordinators in the Program in Academic English. The outcome of the Oral Screening will be sent to the Graduate Division within 5-7 business days of the assessment.

For more detailed information on these exams of spoken English proficiency, including the respective passing scores and how to determine is an international student is eligible for an exemption, please review the English Proficiency Chart.

Campus- approved tests:

- Test of English as a Foreign Language Internet-based Testing (TOEFL iBT) is administered by ETS in U.S. centers and abroad;
- International English Language Testing System (IELTS) is available in over 140 countries including the U.S.;
- Spoken Proficiency English Assessment Kit (SPEAK) is available at UCI only after a student is admitted;
- Test of Oral English Proficiency (TOEP) is administered at UCI and is only an option if a student fails to pass the TOEFL iBT, IELTS or SPEAK

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 **employment** and **fellowship** exception requests should be submitted electronically thru the Employee Experience Center

(EEC), Graduate Student Employment Requests, for the consideration/approval by the Graduate Dean prior to the entry of the appointment into the payroll system. Exception requests are reviewed on a quarter-by-quarter basis.

B. Procedures for Requesting an Exception

Step #1: The hiring department must submit all exception memos thru the Employee Experience Center (EEC), Graduate Student Employment Requests using the Graduate Division exception request template.

- 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, Gillian Hayes.

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

  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. Therefore, please submit your exceptions electronically thru the Employee Experience Center (EEC), Graduate Student Employment Requests **on Mondays** to allow enough time for the Employment staff to prepare the exception for review. Otherwise, your exception request may be delayed. See Student and Administrator Deadlines for quarterly exception deadlines.

C. 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 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](#)

- Please submit your requests electronically thru the Employee Experience Center (EEC), [Graduate Student Employment Requests](#).

D. Teaching Associate Requests

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 requests must be prepared on Graduate Division, Teaching Associate Request Template by the hiring department.

Step #2: All requests must be addressed to the Graduate Dean, Gillian Hayes, and Subcommittee on Courses and submitted thru the Employee Experience Center (EEC), [Graduate Student Employment Requests](#)

Step #3: All requests must include all items as indicated on the [Teaching Associate Checklist](#)

Step #4: All requests must be submitted in a timely manner. Requests will be reviewed by the Graduate Dean. Therefore, please submit your requests electronically thru the Employee Experience Center (EEC), [Graduate Student Employment Requests](#) **on Mondays** to allow enough time for the Employment staff to prepare the request for review. Otherwise, your request may be delayed. Please also note that such requests require the approval of the Academic Senate's Subcommittee on Courses, which takes additional time. See [Student and Administrator Deadlines](#) for quarterly Teaching Associate Requests deadlines.

2. Teaching Associates for Summer Session

Procedure

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

Step #2: All requests must be addressed to the Graduate Dean, Gillian Hayes, and the Subcommittee on Courses and emailed to Summer Session.

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

- [Teaching Associate Checklist](#)

Step #4: All requests are checked by Summer Session and forwarded to the Graduate Division for review. Incomplete requests 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.

VI. GSR Summer Employment for New Incoming Students in Fall

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

Domestic Students:
1. Should have submitted a positive Statement of Intent to Register for Fall
2. Start of appointment should be no earlier than July 1st
3. No need to enroll in units in Summer Session

International Students:

1. Should have submitted a positive Statement of Intent to Register for Fall
2. Start of appointment should be no earlier than July 1st
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 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 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*: National Science Foundation (NSF), 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/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.

Fellowship exception requests should be submitted electronically thru the Employee Experience Center (EEC), [Graduate Student Employment Requests](#), for the consideration/approval by the Graduate Dean. Eligibility should be requested in advance by the department chair/head or graduate advisor. Exception requests are reviewed on a quarter-by-quarter basis (see *procedures to requesting an exception* in Section V, Part B above).

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 at least 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.
    - <u>IMPORTANT NOTE</u>: 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 system
    - <u>IMPORTANT NOTE</u>: 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 TAship 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 source(s) 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, nonresident 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 GradAid 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 the payroll system, 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 GradAid system must be manually overridden. This action prevents any further automated changes from feeding through GradAid 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 the payroll system. The database must be appropriately updated to reflect the changes to the associated remission. It is recommended that departments review ledgers on a quarterly basis to ensure graduate student support charges are correct, and to notify Graduate Division Employment staff right away of any discrepancies.

     → 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 Graduate Division Employment staff, Mary Rose D. Cruz or Sonia Lepe.

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 fellowship stipend directly deposited into their bank accounts. For this type of payment, students can sign up for this service via the [DEFT (Disbursement Electronic Funds Transfer)](#).

VIII. Childcare Programs

Childcare program requests should be submitted electronically thru the Employee Experience Center (EEC), [Graduate Student Employment Requests](#), for the consideration/approval by the Graduate Dean. Requests are reviewed on a quarter-by-quarter basis. A central childcare reimbursement fund has been established to pay for reimbursable childcare expenses. **Reimbursement requests must be submitted no later than the last day of the following term.**

- [Childcare Reimbursement and Childbirth Accommodation Program Procedures](#)

A. Childcare Reimbursement (ASE, GSR, and Fellow)

Eligible ASEs (including hourly ASEs, i.e. Readers and Tutors) and GSRs appointed for a minimum of 25% time for the duration of the academic quarter are eligible for Childcare Reimbursement. The reimbursement limit is $1,100 per quarter for eligible childcare expenses incurred during the GSR and ASE's appointment period during

the academic year. During the summer, the reimbursement limit is $1,100 irrespective of the number of summer sessions in which an ASE or GSR is employed.

UCI has extended this program to fellows with a university-administered fellowship who has (a) qualified dependents. To be eligible for the program, the fellowship must cover the full amount of California resident fees and tuition, and provide a minimum stipend of $6,000 for the quarter to be reimbursed. During the summer, the fellowship must provide a minimum stipend of $6,000.

- [ASE Childcare Reimbursement Form](#)
- [GSR/GSAR Childcare Reimbursement Form](#)
- [Fellow Childcare Reimbursement Form](#)

B. Childbirth Accommodation (Teaching Assistant, Teaching Associate, and GSR)

Salaried ASEs (Teaching Assistants and Teaching Associates) appointed for a minimum of 25% time for the duration of the quarter are eligible for up to six weeks paid leave for giving birth. This benefit has been extended to eligible graduate students appointed as Graduate Student Researchers (GSRs) for a minimum of 25% time for the duration of the quarter. A central childbirth accommodation fund has been established to pay the salaries of eligible salaried ASEs and GSRs during the time they are on leave. Fee and tuition remission for the student on leave will remain charged to the hiring unit's account/fund. **MUST be submitted at least 30 days prior to the beginning of the leave**.

- [Childbirth Accommodation Petition](#)

Other Paid Leave: Salaried ASEs and GSRs are eligible for up to four weeks of paid leave, please see form [ASE Leave Request Form (Non-Childbirth Accommodation)](#). Please do not submit to Graduate Division, this form is for interdepartmental use only. The employee may be required to provide appropriate documentation for any leave request. For any questions regarding other paid leave please contact [Sonia Lepe](#).

VIII. Graduate Student Employment Staff

[Sonia Lepe](#)
Employment and Fellowships Manager
949-824-8120

[Mary Rose D. Cruz](#)
Senior Employment Analyst
949-824-9102