UNIVERSITY OF CALIFORNIA UCPath

Job Aid: Managing Transactions for Student Employees

Academic student employees are primarily graduate students that provide vital services in job titles such as teaching assistants, readers, tutors, and graduate student researchers in support of faculty at the University of California. However, both graduate and undergraduate students may also be employed in staff-student job titles such as student assistants. This document provides an overview of how to manage transactions in UCPath for student employees.

Contents

Click on one of the following topics to jump to that section:

Fair Labor Standards Act (FLSA) Status

- **FLSA status**:
  - Indicates whether the job is classified as exempt or non-exempt according to the Fair Labor Standards Act (FLSA)
  - Is based on the federally established salary threshold and the type of work being performed
  - Defaults from the position associated with the employee
  - Helps determine benefits eligibility in Benefits Administration
- **FLSA status** options:

Exempt	Non-Exempt
Employees are **not** eligible to receive overtime pay. *All academic student jobs default to exempt status.*	Employees are eligible for overtime pay for all hours worked beyond the 40 hours in a work week. Employees are typically required to submit timesheets to track hours worked for overtime purposes. *Non-academic student jobs (such as student assistants) default to non-exempt status.*

  - Employees cannot have multiple FLSA statuses with a single employer. The Department of Labor views the University of California as a single employer. Therefore, regardless of multiple appointments, business locations, or types of assignments, all work being performed for the University of California must have the same **FLSA status**.
- Criteria for making decisions on FLSA:
  - When determining **FLSA status** for an employee with multiple jobs, the following factors may be considered: full-time equivalent (FTE), duration of each appointment, and the type of work performed in each job. All employment must be considered during the evaluation, and each employee's status must be evaluated individually.
  - A provision designates teachers as exempt regardless of salary for employees with teaching responsibilities, such as teaching assistants (TAs). Often, although not always, the instructional position is regarded as the position that drives the **FLSA status** because instruction is so closely tied to the university's mission.
  - The Department of Labor deems some employees to have an educational relationship with the university rather than an employment relationship.

- Student employee **FLSA status** defaults in UCPath as follows:

Title(s)	FLSA Status
Graduate Student Researcher (GSR)	Exempt
Teaching Assistant (TA), Teaching Fellow, Associate in	Exempt
Reader, Tutor	Exempt
Student Staff	Non-Exempt

- Review location-specific resources such as concurrent job charts or dual FLSA documents for general guidance
- To view the current **FLSA status** of an existing employee, review the **Person Org Summary.** If the jobs span multiple locations, coordination between locations is necessary to determine the appropriate **FLSA status**.
- Updating the **FLSA status**:
  - Once a determination has been made about the correct **FLSA status**, the updates are submitted as follows:
    1. If the **FLSA status** for the existing job needs to be updated, submit the FLSA override via a PayPath transaction.
    2. If the **FLSA status** for the new job needs to be updated, update the new position's **FLSA status** *before* submitting the hiring template for the new job.
  - If the effective date for the FLSA update has already been used, the update may be submitted via a Position & Job Data Update Form. This update must be completed *before* submission of the new/second job.
  - Updating the **FLSA status** may require a **Pay Group** override as well. Refer to the Pay Groups section for more information.

Resources:

- Operational Alignment: Dual FLSA and Comp Frequencies
- Simulation: View Person Organizational Summary

Job Aid: Managing Transactions for Student Employees

Pay Groups

Pay group is a way to group employees based on shared characteristics to facilitate payroll processing.

- Student employee's most common pay groups are ***X*AC** and ***X*ST** (*X* = Location code)
  - **AC** will pay on the monthly pay cycle
  - **BH** and **ST** will pay on the bi-weekly pay cycle

	Teaching Assistant	GSR	Readers, Tutors	Student Assistant
FLSA Status	Exempt	Exempt	Exempt	Non-Exempt
Union Code	BX	BR	BX	99
Pay Frequency	(MO) Salaried	(MO) Salaried	(BW) Hourly	(BW) Hourly
Pay Group	(Location #) AC	(Location #) AC	(Location #) BH	(Location #) ST

- The **Pay Group** defaults to **DEF** when a person is hired, rehired, or transferred
- A batch process runs multiple times per day to assign the appropriate **Pay Group** based on various factors, including union affiliation, FLSA status, pay frequency (monthly or bi-weekly), etc.
- To view the current **Pay Group** status of an existing employee, review the **Person Org Summary**
- Pay group override for employees with multiple jobs:
  - When a pay group override is required on an existing job to align with the pay frequency on a new job, submit the request to UCPath via a [Position & Job Data Update Form] prior to submitting the transaction for the new job.
  - When a pay group override is required on a new job to align with an existing job, the override can be requested during the Smart HR template processing by including a comment on the template. Be sure to use the **Comments** section, **not** the **Initiator Comments**. Suggested comment to add:
    - *MH Pay Group override is needed to align with the existing monthly paid job(s)*
    - *BE Pay Group override is needed to align with the existing bi-weekly paid job(s)*
- Special pay groups exist for certain scenarios (*X*= location code)
  - ***X*MH** - Allows hourly employees to be paid monthly
  - ***X*BE** - Allows exempt salaried employees to be paid bi-weekly

- A pay group override may need to be coordinated with an FLSA override. Refer to the Fair Labor Standards Act (FLSA) Status section for more information.

Resources:

- Job Aid: Pay Group Assignment, Configuration and Code List
- Operational Alignment: Dual FLSA and Comp Frequencies
- Simulation: View Person Organizational Summary

FICA

- The Federal Insurance Contributions Act (FICA) is a U.S. federal payroll tax. When employees work and pay FICA taxes, credits are earned toward Social Security benefits
- UCPath will assign a **FICA status** at the time of hire and will re-evaluate FICA status nightly based on changes in UC Retirement Program (UCRP) eligibility, **Visa Permit** type, **Citizenship** status, **Empl Class**, **Person Profile**, **Pay Group**, and total **FTE**
    - For student employees, the re-evaluation will also consider the data in the FICA files submitted by Locations after each quarter or semester with student credits. Submission schedules vary by Location, so local coordination is required to ensure appropriate designations
- There are three options for **FICA status**:

Subject	Medicare Only	Exempt
Required to pay Social Security and Medicare tax (default for non-student employees)	Required to pay Medicare tax but not Social Security	Not required to pay Social Security or Medicare tax

- Student employees with an **Empl Class** of 5 or 11 default to **Exempt**, except summer session
- Any student employee not coded with **Empl Class** 5 or 11 should have the **Effective Date**, the **UC Student Status**, and the **Duration (End Date)** updated on the **UC Student Status** tab in the **Person Profile**.

Resources:

- Operational Alignment: FICA Processing
- Simulation: Update Person Profile Information
- Schedule of I-156 Student FICA File Submission

Job Record End Date Monitoring

- All student-employee jobs require an expected end date. For many jobs, the end date will be tied to the pay-period end date for the academic term (quarter or semester). Locations may choose to select the **End Job Automatically** feature for academic student jobs.
  - If the job is set to end automatically, the job will terminate on the selected date unless action is taken to extend the job
  - If a salaried job is not automatically set to terminate on the end date, payments will continue if no action is taken
  - If the local time and attendance system submits hours for an hourly job requiring hours to be submitted, UCPath will allow pay to process
- Expired end dates on job records that continue to generate pay create conflicts in central payroll processing and should be avoided. When an end date is approaching, the job should be terminated or extended as appropriate.
- Locations are responsible for monitoring expected end dates by running local reports, or **Jobs with Approaching End Dates (R-103)** and the **Escalation/Reminder of Approaching Job End Dates (R-384)** Cognos reports and taking the appropriate action
  - Occasionally a job ends automatically in error due to delays in processing the job extension or transfer to another job. In that case, a reinstatement transaction will be required to reinstate the employee to active status and ensure there is no break in service and that pay is accurate.
  - A Reinstatement template (UC_REHIRE_REI_AC) must be submitted. If the student is eligible for benefits, a case must be submitted to UCPath requesting a review of the employee's benefits to ensure their benefits eligibility is properly assessed:
    - **Subject**: *Benefits review after Auto-Term / Reinstatement*
    - **Topic**: *Benefits*
    - **Category**: *Other Benefits Inquiry*

Resources:

- Academic Job End Date Management Guidance and Best Practices
- Simulation: Run Cognos Report
- Simulation: Extend or Inactivate POI
- Simulation: Initiate Multi-Row Job Data Change PayPath Transaction (Staff/Acad)
- Simulation: Initiate Extend Contingent Worker (No Position) Template Transaction
- Simulation: Initiate Extend Contingent Worker (With Position) Template Transaction

- Simulation: Initiate Short Work Break PayPath Transaction (Staff/Acad)
- Simulation: Initiate Voluntary Termination Template Transaction
- Simulation: Initiate Involuntary Termination Template Transaction
- Simulation: Initiate Intralocation Transfer Template Transaction (Acad)
- Simulation: Initiate Reinstatement Template Transaction (Acad)
- Job Aid: Template Transactions – Action Reason Codes and Descriptions
- Job Aid: Benefit Eligibility & Triggers

Short Work Break (SWB)

- Short Work Break (SWB) is a status in UCPath that takes a job off active **Payroll Status** but maintains the job on active **HR Status**
    - SWB avoids the need to terminate and rehire an employee when it is known that they will return to work a job after a period of inactivity
    - The use of SWB rather than termination of a primary job can mitigate changes to FLSA and pay cycles and maintain access to location systems.
    - Placing a student on SWB indicates the student has an ongoing relationship with the university and will return to active employment in the future
- There are different types and reasons for SWB, but for academic student employees, the duration of SWB is limited to 4 months. Refer to the Short Work Break Matrix
- SWB may only be used when there is an approved, future job to which the employee will return
- For student employees, a SWB is most commonly used over the summer or when not working one quarter between active quarters of employment. In cases of multiple jobs, one job may be one SWB while the other remains active

Resources:

- WFA.13: Short Work Break – Process Design Workbook
- Short Work Break – Group Insurance Regulations
- Return from Leave or Short Work Break – Process Design Workbook
- Job Aid: Short Work Break Matrix
- Simulation: Initiate Short Work Break PayPath Transaction (Staff/Acad)
- Simulation: Initiate Return from Short Work Break PayPath Transaction (Staff/Acad)

- Simulation: Initiate Short Work Break Extension PayPath Transaction (Staff/Acad)

Transfer & Concurrent Hire Within the Same Location

When a student employee transfers from one position to another within the same Location, the transaction may be processed as one of the following:

- An Intralocation Transfer (UC_TRANSFER) template
- A combination of a Concurrent Hire/Interlocation Transfer (UC_CONC_HIRE) template to the new position and the termination of the old position

While both processes will result in moving the employee from the old to the new position, there are some downstream impacts with the use of Intralocation Transfer that make the approach of Concurrent Hire/Interlocation Transfer (UC_CONC_HIRE) template to the new position/termination of the old position the recommended best practice.

> ⚠ The Concurrent Hire reason code is always used when a second position is added, and the first position will continue.

Concurrent Hire/Interlocation Transfer:

- The Concurrent Hire/Interlocation Transfer (UC_CONC_HIRE) template is used when an employee transfers from one EMPL record to another EMPL record within the same business unit (BU).
  - For example, an employee moving from EMPL record one to EMPL record two or from an academic student to a staff student position. Or when the original and new jobs are in different departments or units, the two transactions must be coordinated to ensure they occur in the correct order.
  - Transactions required:

The **receiving department** submits a concurrent hire using the same effective date and the same reason code as the termination	The **releasing department** submits a termination using reason code "Transfer – Intra Location"

- The Concurrent Hire/Interlocation Transfer (UC_CONC_HIRE) template can also be used when an employee already has a job that will either continue or go on SWB and add an additional job.

- For example, an employee has a teaching assistant position that will continue and is adding a student assistant job. When the original and new job are in different departments or units, the two transactions must be coordinated to ensure they occur in the correct order.
- Ensure that all FLSA updates and pay changes are completed before submitting the template transactions:

The new job department submits a concurrent hire using the appropriate effective date and processing FLSA or pay group changes as necessary	The continuing job department submits FLSA or pay group changes as necessary, or puts on SWB if appropriate

Intralocation Transfer:

- Intralocation transfers occur when an employee transfers from one position to another within the same campus (BU) using the same EMPL record. The current position will be terminated at the time the new position begins.
  - **Note:** If the employee is keeping the same EMPL record - only one transaction is required
  - If additional concurrent jobs exist, further analysis may be required

Transfer & Concurrent Hire for Multiple Business Units

Interlocation Transfer:

- Interlocation transfers occur when an employee is transferring from one location business unit (BU) to another location (BU). Inter-location transfers are relatively rare for student employees.
  - **Note:** When the new position is in a different BU than the original position, the original BU will lose access to the employee's information once the EMPL record is updated. In addition, union affiliation may not reflect correctly in the system if there is a change in the new position. Reporting may also be impacted.

- Transactions required:

Termination from the releasing location using reason code “Inter-location (BU) Transfer”

Hire from the receiving location using the appropriate “Transfer-Inter BU, _________” with the same effective date as the termination

Coordination with the other location is required to ensure a timely transfer. UCPath cannot process one transaction without the other

Transfers and concurrent hires that result in FLSA or pay group changes may also impact time reporting if the employee is moving from a bi-weekly to monthly pay schedule. When possible, changes should be aligned with pay period end dates to avoid pay issues.

Resources:

- WFA. 14 Transfer (Inter-location) – Process Design Workbook
- WFA. 15 Transfer (Intra-location) – Process Design Workbook
- Job Aid: Template Transactions – Action Reason Codes and Descriptions
- Presentation: PHCMWFAL250: Template Transactions - Part I
- Simulation: View Person Organizational Summary
- Simulation: Initiate Concurrent Hire Template Transaction (Staff)
- Simulation: Initiate Concurrent Hire Template Transaction (Acad)
- Presentation: PHCMWFAL260: Template Transactions - Part II
- Simulation: Initiate Intralocation Transfer Template Transaction (Staff)
- Simulation: Initiate Interlocation Transfer (Terminate) Template Transaction
- Simulation: Initiate Interlocation Transfer (Concurrent Hire) Template Transaction
- Job Aid: Interlocation One-Time Additional Pay

Academic Year Salaries to Bi-Weekly Pay

- In most cases, when an FLSA conflict exists between student employee concurrent jobs, the exempt position (TA, GSR, etc.) will be deemed the primary job, and the employee will be paid a salaried rate every month. However, the employee will occasionally have a non-exempt/bi-weekly job deemed a primary job.
  - For example, a non-exempt staff member who has returned to graduate school and will be appointed for one quarter as a TA while maintaining their ongoing staff job
  - Refer to the Fair Labor Standards Act (FLSA) Status section for more information
- Process:
  1. Reduce the ongoing non-exempt job's ***FTE***, if necessary, to accommodate the new student employee's job
  2. Establish the new student employee job for the appropriate term with an FLSA override to non-exempt
  3. Process a pay group override to ***X*BE** (bi-weekly, salaried). Although the coding indicates **E** for exempt, this pay group may also be used by exception for non-exempt employees. In the comments, note "***override to XBE*** "
  4. Pay will be generated on the bi-weekly schedule with no time reporting required. Total quarterly/semester pay will be equal pay that would be issued on a monthly pay basis.

Benefits

In most cases, student employees will not be eligible for health and welfare benefits because their appointment duration and FTE are limited by policy and contractual obligations. Students are usually covered by graduate or undergraduate student health programs managed outside of UCPath.

Occasionally, a student will attain eligibility for health insurance coverage through Affordable Care Act (ACA) criteria. Usually, eligibility will be limited to CORE health coverage. A system notification of eligibility will be sent to the employee when this occurs. If the employee chooses CORE, it may become primary, with the student health coverage becoming secondary.

- If a GSR is employed at 43% or more, they will become eligible for the medical flexible spending account (FSA), and a notification will be sent to them

Resources:

- Job Aid: Benefit Eligibility & Triggers
- Job Aid: Manual and Automatically Triggered BN Communication

Verification of Employment

- Employees can generate their verification of employment documents directly from UCPath
  - **Dashboard Navigation:** Employee Actions > Income and Taxes > **Verification of Employment**
- UCPath automatically sends employment data files for all employees to The Work Number, a third-party provider for employment and income verifications.
- Employees that opt out of being included in the employment data file must refer verifiers (banks, employers or leasing agents) to contact UCPath to complete employment and income verifications manually:
  - Email: ucpath@universityofcalifornia.edu
  - Phone: (855) 982-7284 (Monday through Friday, 8 a.m. – 5 p.m.)
  - Fax: (855) 982-2329

Resources:

- UCnet: Need to verify your employment? Here's how
- Simulation: Generate Employment Verification Summary
- Simulation: Opt Out – Verification of Employment Data File
- Simulation: Opt In - Verification of Employment Data File

Best Practice Scenarios

New Hire

- Determine if the student employee has other UC employment (past, current, or future):
  - Review the **Person Org Summary** to view the incumbent's existing employee relationships
    - **Note:** Only the first row of future-dated jobs will appear
  - Ask the student employee if they are already working for UC or if they have plans to do so. They may have just started another job or will do so soon, and that information will not yet be in UCPath.
- If there is:

a) No previous or concurrent job record; submit the Full Hire (UC_FULL_HIRE) template transaction

b) A previous job record and no concurrent job record, submit either a Rehire (UC_REHIRE) or Full Hire (UC_FULL_HIRE) template transaction

- If the new job is in the same department and title as the previous job, use the existing employee record and the Rehire (UC_REHIRE) template transaction
- If the new job is in a different department or a different title than the previous job, use the new hire process to create a new employee record

c) An active job record that already exists and the current job will continue (either active or on SWB), you must submit a Concurrent Hire/Interlocation Transfer (UC_CONC_HIRE) template transaction

- If the new job will be at a different campus, complete the **Multi-Location Appointment/ Inter-Location One-Time Payment (MLA/OTP)** form and secure all necessary approvals
- Use the **Person Org Summary** to determine the correct **FLSA status** (exempt or non-exempt) and payroll frequency (bi-weekly or monthly) based on the existing and new job
  - If the existing job needs the FLSA or payroll frequency changed, make the adjustments before submitting the Concurrent Hire/Interlocation Transfer (UC_CONC_HIRE) template for the new job
  - If the new job needs the FLSA changed, adjust the position before submitting the Concurrent Hire/Interlocation Transfer (UC_CONC_HIRE) template
  - If the new job needs the payroll frequency changed, request the change via the comments on the Concurrent Hire/Interlocation Transfer (UC_CONC_HIRE) template
- Submit the Concurrent Hire/Interlocation Transfer (UC_CONC_HIRE) template transaction

- Make any necessary changes in local time and attendance systems
- If the employee's pay cycle or time-reporting requirements will change, inform the employee

d) A new job is being added, and the current job will end, and both jobs are at the same Location; the Concurrent Hire/Interlocation Transfer (UC_CONC_HIRE) template is recommended. However, the Intralocation Transfer (UC_TRANSFER) process may also be used.

- If the current job is in a different department, coordinate with that department to ensure the transactions are processed in the correct order
- Process a concurrent hire to add the new job reason code (intra-location transfer)
- Terminate the original job (or ensure the other department does so) using the appropriate end date and reason code (intra-location transfer)
- Make any necessary changes in local time and attendance systems
- If the employee's pay cycle or time-reporting requirements will change, inform the employee

e) A new job is being added, and the current job will end, and the current job is at a different campus, follow the Intra-Location Transfer process

Short Work Break

- Verify that there is an approved job for the employee to return to at the end of their SWB period
- If necessary, update the expected job end date to match the anticipated begin date of the future job
- Process the SWB transaction via PayPath using the day after the appointee's last day on active pay status as the effective date and the date their active payroll status will resume as the expected return date

Return from Short Work Break

- Return from SWB: Same position
  - Process a return from the SWB transaction using the "**RWB**" action and "**RWB**" action reason code
  - Ensure that any the expected job end date, pay rate, pay frequency, and FLSA data are updated as necessary
  - Make any necessary changes in local time and attendance systems
  - If the employee's pay cycle or time-reporting requirements will change, inform the employee
- Return from SWB: New position
  - If the new job is in a different department, coordinate with that department to ensure the transactions are processed in the correct order

    - Process a concurrent hire to add the new job (or ensure the other department does so)
    - Terminate the original job using the appropriate end date
    - Make any necessary changes in local time and attendance systems

Termination

Monitor local reports or the **Jobs with Approaching End Dates (R-103)** and the **Escalation/Reminder of Approaching Job End Dates (R-384)** Cognos reports (or local reports) to determine which jobs will be ending. For each job, determine if the job should be extended or terminated. If the job will terminate, look at the employee's **Person Org Summary** to review all active employee records

- If the job being termed is the only job and it is active:
    - Submit the termination request
    - If the employee has any terminal pay due, such as vacation or mid-pay period pay still due, submit a final pay request
        - **Note:** Most student employee termination actions will not require final pay
        - Inform the employee of the issue date for their last paycheck and instruct them to update their home address and email in UCPath and log into the former employee portal to access their W-2 and historical pay stubs as necessary
- If the job being termed is the only job and is on SWB
    - If the employee has no accruals or final pay (most student employees will fall into this category):
        - Submit the termination request
        - Inform the employee of the issue date for their last paycheck and instruct them to update their home address and email in UCPath and log into the former employee portal to access their W-2 and historical pay stubs as necessary
    - If the employee has accruals or other needs for final pay:
        - Return the employee from SWB effective the date of the termination. Be aware of payroll deadlines to ensure the return does not generate unintended pay. If close to a payroll processing deadline, the **FTE** can be reduced to 0 to ensure no regular pay is generated.
        - Submit the termination request
        - Inform the employee of the issue date for their last paycheck and instruct them to update their home address and email in UCPath and log into the former employee portal to access their W-2 and historical pay stubs as necessary
- If the job being termed is one of multiple jobs, and the other job(s) will continue, submit the termination request