8. Guide for Graduate Student Researchers

GRADUATE STUDENT RESEARCHER (GSR)

A Graduate Student Researcher is a registered graduate student who performs research under the direction of a faculty member.

GSRs may be appointed up to 49.99% during the academic months and up to 100% during the summer with the home department’s approval. Since summer dates vary from year to year, the Graduate Division will send out an annual announcement outlining the specific dates, as well as summer policies and procedures. Please subscribe to the grademp listserv in order to receive these announcements. Effective the first day of Fall Quarter, the student will need to drop back to 49.99%.

TITLE CODES

The 3266 title code is always used during the period 7/1 - 9/30 and during the academic year for students not eligible for the GSR tuition-and-fee (GSRTF) remission program.

The 3262, 3263, 3264, 3284, 3285, 3286, or 3287 title codes are used when a graduate student is eligible for the GSR tuition-and-fee remission (GSRTF) program.

A student eligible for GSRTF is appointed on the title code (GSRTF Pool) of the student’s home department/program (where the student is pursuing a degree) as follows:

3262 - CSE (Computer Science & Engineering)
3263 - MAE (Mechanical & Aerospace Engineering)/CENG/NENG
3264 - SE (Structural Engineering)
3284 - General (all other departments and programs)*
3285 - ECE (Electrical & Computer Engineering)
3286 - Physics
3287 - SIO (Scripps Institution of Oceanography)

*For the Materials Science interdisciplinary graduate program, the title code should be that of the primary department of the student's advisor.

GSR TUITION-AND-FEE REMISSION PROGRAM (GSRTF)

General Information

A Graduate Student Researcher (GSR) who meets the eligibility criteria for GSRTF (see “Eligibility”) has their mandatory tuition/fees paid as a perquisite of employment. Currently these required tuition/fees are: Nonresident Supplemental Tuition (if applicable), Tuition, Student Services Fee, University Center Fee, Recreation Facility Fee, Graduate Student Association Fee, Student Transportation Fee and Health Insurance.
The fund source that pays the GSR salary is assessed an average monthly charge for the cost of GSR tuition-and-fee remission (GSRTF). The charging of tuition-and-fee remission to federally sponsored research grants and contracts was approved for the San Diego Campus by the department of Health and Human Services on August 3, 1984.

Note: GSR’s may be eligible for childbirth and/or childcare benefits. Further details can be found at: [http://grad.ucsd.edu/financial/student-parents.html](http://grad.ucsd.edu/financial/student-parents.html).

**Eligibility**

A Graduate Student Researcher must satisfy all the following conditions in order to qualify for tuition-and-fee remission:

1. Be appointed for a minimum 25% time for the full quarter in which tuition and fees are paid, or the dollar equivalent (e.g., 50% for half the quarter). Note: the dollar equivalent is calculated using quarter dates.
2. Have an appointment effective with the first week of instruction in the quarter for which tuition and fees are paid.
3. Be within campus time limits for support.
4. For Non Resident Supplemental Tuition remission, be within the first year of graduate study at UCSD (unless an international student). US citizens and permanent residents should establish California residency by the start of their second year.
5. Not have a fellowship or traineeship which provides tuition and fees. See page 8-5 for details.

**Appointment Dates in PPS**

This is a nine-month program from October to June. The academic year is divided into three segments, with a three month period per quarter as follows:

- **Fall quarter period**: October through December (10/1 - 12/31)
- **Winter quarter period**: January through March (1/1 - 3/31)
- **Spring Quarter period**: April through June (4/1 - 6/30)

During each of the quarter periods indicated above, a student may not be appointed at the same time using the GSR title code 3266 and the GSRTF title code(s) 3262, 3263, 3264, 3284, 3285, 3286, 3287. A student is either eligible for the GSRTF program for all months during the quarter period or not eligible (title code 3266) for GSRTF during the period.

The GSRTF monthly assessment (average rate) is prorated when an eligible GSRTF is paid from more than one fund source during the same month. Refer to Chapter 8, page 7, “Split Funded.”

**GSRTF Payments**

Eligible GSRs’ tuition and fees are paid quarterly on an actual rate basis by the Graduate Division. The student’s home academic department is responsible for submitting GSRTF payment requests online using the Graduate Division Financial Support Tool at [https://goapp.ucsd.edu/financial/](https://goapp.ucsd.edu/financial/).
GSRTF Pools and Average Rates

There are seven separate GSRTF pools (CSE, ECE, MAE, SE, PHYS, SIO, General) that have a corresponding GSRTF title code and average rate (see calculation below). Based on the title code entered in PPS, the corresponding rate is charged to the salary fund source on a monthly basis to collect monies for the GSRTF payments issued on the student’s behalf.

The average monthly rate for each GSRTF Pool is published by the Office of Contract and Grant Administration (OCGA) and updated on their website in August/September each year.

The average monthly rates (and GSR salary/step levels) also appear on the Student Academic Title Rates chart on the Graduate Division website:  
[http://grad.ucsd.edu/financial/employment/academic-pay-rates.html](http://grad.ucsd.edu/financial/employment/academic-pay-rates.html)

Each GSRTF Pool’s annual charge is calculated by summing the projected tuition and fees to be paid by all GSRs in the specific GSRTF Pool in the upcoming year, adding any deficit or subtracting any surplus from the Pool's previous year's account, and dividing this number by the projected number of eligible GSRs in the specific Pool. Surpluses and deficits are not shared with other GSRTF Pool accounts.

All proposals which request GSR salaries should include requests for GSR Tuition-and-Fee Remission at the average rate for the projected GSR's graduate department/program. GSRTF continues to be excluded from indirect costs.

For those individual extramural funds that do not accept the GSRTF assessment (ex. American Cancer, American Heart, March of Dimes) the appropriate monthly charge (average rate) will be debited against the special GSRTF Clearing Account which the Graduate Division administers. The department must complete the GSRTF Clearing Account or Recharge Action Form (available here: [http://grad.ucsd.edu/_files/financial/GSRTF%20Recharge%20Form.pdf](http://grad.ucsd.edu/_files/financial/GSRTF%20Recharge%20Form.pdf)) and submit it to the Graduate Division.

The Graduate Division has overall fiscal responsibility for managing the seven GSRTF accounts. Each year in July/August the Graduate Division works with the GSRTF Pool departments to determine and recommend monthly average rates to go into affect the following October 1.

In 1985, all Department Chairs agreed that those departments in the General Pool and using title code 3284 will have their fellowship block grant adjusted by the amount of the department's over or underpayment to the General Pool. The Graduate Division manages this process.
# GSR STEP LEVELS AND DEPARTMENT SUPPORT POLICIES

Each graduate academic department/program has established a support policy for all of their graduate students and a GSR step level(s) to provide support at a certain level. **All GSRs in the same academic department/program are appointed to the GSR step level(s) as established by the student’s academic home department or program (not the fund source).**

Use of the GSR title was adopted in 1995 by UCSD (previously we used the Research Assistant title). All requests for use of GSR step level(s) are submitted by the Chair of the academic department/program to the Dean of the Graduate Division for review and approval.

The following is a list of academic department/programs with approved GSR step level(s):

<table>
<thead>
<tr>
<th>Department</th>
<th>GSR Levels</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anthropology</td>
<td>GSR 1 &amp; 4 (step 4 effective 10/1/09)</td>
</tr>
<tr>
<td>Bioengineering</td>
<td>GSR 9 (effective 9/13, previously Step 8)</td>
</tr>
<tr>
<td>Bioinformatics</td>
<td>GSR 9 (effective 9/12, previously Step 8)</td>
</tr>
<tr>
<td>Biology</td>
<td>GSR 10 (effective 7/09, previously Step 9)</td>
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<tr>
<td>Biomedical Sciences</td>
<td>GSR 10 (effective 9/11, previously Step 9)</td>
</tr>
<tr>
<td>Chemical Engineering</td>
<td>GSR 7-8 (effective 10/16, previously Step 5-6)</td>
</tr>
<tr>
<td>Chemistry and Biochemistry</td>
<td>GSR 8 (effective 10/11, previously Step 7)</td>
</tr>
<tr>
<td>Clinical Psychology</td>
<td>GSR 6</td>
</tr>
<tr>
<td>Cognitive Science</td>
<td>GSR 6 (effective 7/11, previously Step 4)</td>
</tr>
<tr>
<td>Communication</td>
<td>GSR 5 (effective 7/16, previously Step 2)</td>
</tr>
<tr>
<td>Computer Science &amp; Engineering</td>
<td>GSR 8 (effective 10/15, previously Step 7)</td>
</tr>
<tr>
<td>Economics</td>
<td>GSR 4</td>
</tr>
<tr>
<td>Education Studies</td>
<td>GSR 1-2 (effective 9/14 for M.Ed. students, previously Step 1)</td>
</tr>
<tr>
<td>Education Studies</td>
<td>GSR 1-4 (effective 9/14 for Ed.D. &amp; Ph.D. students, previously Step 1)</td>
</tr>
<tr>
<td>Electrical &amp; Computer Engineering</td>
<td>GSR 7 (effective 7/08, previously Step 6)</td>
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<tr>
<td>Ethnic Studies</td>
<td>GSR 2 (effective 7/07, previously Step 1)</td>
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<tr>
<td>Global Policy and Strategy (GPS)</td>
<td>GSR 1</td>
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<tr>
<td>Language &amp; Communicative Disorders</td>
<td>GSR 2</td>
</tr>
<tr>
<td>Latin American Studies</td>
<td>GSR 1</td>
</tr>
<tr>
<td>Linguistics</td>
<td>GSR 5 &amp; 7 (effective 7/09, previously Step 1 &amp; 3)</td>
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<td>Literature</td>
<td>GSR 1-4 (2)</td>
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<td>Materials Science &amp; Engineering</td>
<td>GSR 6-7 (effective 7/16, previously Step 5-6)</td>
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<tr>
<td>Mathematics</td>
<td>GSR 5 (effective 7/06, previously Step 1)</td>
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<tr>
<td>Mathematics &amp; Science Education</td>
<td>GSR 4</td>
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<tr>
<td>Mechanical &amp; Aerospace Engineering</td>
<td>GSR 4 (effective 7/14, for Master’s students, previously Step 1)</td>
</tr>
<tr>
<td>Mechanical &amp; Aerospace Engineering</td>
<td>GSR 6-7 (effective 7/14, for Ph.D. students, previously Step 4-6)</td>
</tr>
<tr>
<td>Molecular Pathology</td>
<td>GSR 10 (effective 9/11, previously Step 9)</td>
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<tr>
<td>Music</td>
<td>GSR 1</td>
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<td>Nanoengineering</td>
<td>GSR 7-8 (effective 10/16, previously Step 5-6)</td>
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<td>Neurosciences</td>
<td>GSR 10 (effective 9/11, previously Step 9)</td>
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<td>Philosophy</td>
<td>GSR 1</td>
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<tr>
<td>Physics</td>
<td>GSR 6-7 (effective 7/07, previously Step 4)</td>
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<tr>
<td>Political Science</td>
<td>GSR 6 (effective 10/16, previously Step 2-4)</td>
</tr>
<tr>
<td>Psychology</td>
<td>GSR 7 (effective 10/11, previously Step 5)</td>
</tr>
<tr>
<td>Public Health-Epidemiology</td>
<td>GSR 4</td>
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<tr>
<td>Public Health-Health Behavior</td>
<td>GSR 4</td>
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<tr>
<td>Rady School of Management, Ph.D.</td>
<td>GSR 4-6</td>
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<tr>
<td>Scripps Institution of Oceanography</td>
<td>GSR 10 (effective 9/14, previously Step 8)</td>
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<td>Sociology</td>
<td>GSR 2 (effective 7/08, previously Step 1)</td>
</tr>
<tr>
<td>Structural Engineering</td>
<td>GSR 5-7 (effective 10/15, previously Step 4-6)</td>
</tr>
<tr>
<td>Theatre &amp; Dance</td>
<td>GSR 1 &amp; 4</td>
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<td>Visual Arts</td>
<td>GSR 1</td>
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</table>
GSR APPOINTMENTS NOT ELIGIBLE FOR GSR TUITION-AND-FEE REMISSION

There are some situations when a Graduate Student Researcher, even though appointed at 25% or more during a quarter, is not eligible to be on the GSR Tuition-and-Fee Remission program.

1. A student has a fellowship or traineeship that pays full tuition/fees (and a monthly stipend) and the fellowship or traineeship is the primary award.

   If a student receives a fellowship with a monthly stipend and full tuition/fee payment, and the total stipend amount for the quarter exceeds the monthly GSR salary for the quarter, the GSR would not be eligible for GSRTF. The GSR would be appointed on title code 3266 (salary only).

   In the “comments” section of the payroll action, the department must provide an explanation why the student is not eligible for GSRTF (ex. “Student not eligible for GSRTF – Fellowship pays full tuition/fees and is the primary award”).

2. A student’s tuition/fees are already paid by an outside (non-block grant) fund source.

   For example, an international student has his tuition/fees paid by his home government. His GSR appointment would be on title code 3266 (salary only). A copy of the outside award must be on file in the Graduate Division. The payroll action comments section must include an explanation why the student is not eligible for GSRTF such as: “Student not eligible for GSRTF – Canada Council Award pays full tuition/fees”.

3. A student in one of the Joint Doctoral Programs between UCSD/SDSU pays registration tuition/fees at San Diego State University.

   For example, a student is in the Clinical Psychology Joint Doctoral program and is paying tuition/fees at SDSU. A GSR appointment will be on title code 3266 (salary only). The payroll action comments should state: “Clinical Psychology Joint Doctoral Program. Not eligible for GSRTF. Tuition/Fees paid at SDSU”.

   Note: If a student in a joint doctoral program is paying tuition/fees at UCSD, and meets the GSRTF eligibility criteria, then the student must be employed as a GSR on the tuition-and-fee remission program (GSRTF).

   The following Joint Doctoral Programs employ GSRs meeting the criteria listed in #3: Clinical Psychology, Mathematics and Science Education, and Public Health.

GRADUATE STUDENT RESEARCHER (GSR) WITHOUT SALARY

During the summer and academic year, there are continuing graduate students who are engaged in research and studies towards their degrees but they do not have any salaried appointments as Graduate Student Researchers (GSRs). To accommodate this situation, Graduate Division
allows the graduate academic department (Home Dept in the Payroll system) to appoint continuing graduate students in their department as "Graduate Student Researchers without Salary." New hires and students on leave of absence may not be appointed as a GSR without salary.

A funding source outside of the student's graduate academic department will not be able to make use of this title since it is the responsibility of the student's academic department/group to monitor students' progress, verify ongoing research activities, coordinate all Payroll actions and to separate a student who is taking leave of absence, graduating or not continuing in the program.

If your dept has not previously made use of this title, you should discuss this option with the appropriate staff and faculty in the department. Most departments (Home Depts) have already established an index that is used for faculty appointments without salary (PPS Code = "WOS" and fund number = "00000A") which may be used for GSRs without salary. However, your department may choose to establish a new index for these appointments.

Payroll Entries for Graduate Student Researcher (Without Salary):

**Appointment Line:**
- **Type**: 5
- **Basis**: 11
- **Pd Ovr**: 12
- **Appt Begin**: (ex. 07/01/xx)
- **Appt End**: (ex. 09/30/xx)
- **Dept**: Academic (Home) Dept Code
- **Title Code**: 3266
- **% Full**: 0.00 or Leave Blank
- **F/V**: Leave Blank
- **Annual**: Leave Blank
- **Rt**: Leave Blank
- **Sch**: Leave Blank
- **Time**: N (No time sheet)
- **Lv**: N (No leave accrual)

**Distribution Line:**
- **Index**: Index with 00000A fund number
- **Sub**: 0
- **Dist %**: 0.0000 or Leave Blank
- **Pay Begin**: (ex. 07/01/xx)
- **Pay End**: (ex. 09/30/xx)
- **Rate Amt**: 0.00 or Leave Blank
- **Step**: Leave Blank
- **DOS Code**: WOS (without salary)

**Comments**: GSR WOS (and provide dates; ex. 7/1 - 9/30)
FORMULAS FOR GSRTF ASSESSMENT

PRORATED MONTHLY ASSESSMENT
The GSRTF monthly assessment is prorated when a GSR's total pay for a month is less than 25% time.

1. (a) \[
\text{Amount paid during a month} = \frac{\text{% of total month worked}}{100\% \text{ Monthly Rate}}
\]

(b) \[
(\% \text{ of total month worked}) \times 4 \times \text{(GSRTF Monthly Assessment)} = \text{Prorated Mo. Assessment}
\]

Another way to calculate this is as follows:

2. (a) \[
(\text{Partial Month Factor}) \times (\% \text{ Employed}) = \% \text{ of total month worked}
\]

(b) \[
(\% \text{ of total mo. worked}) \times 4 \times \text{(GSRTF Monthly Assessment)} = \text{Prorated Monthly Assessment}
\]

SPLIT FUNDED GSRTF
The GSRTF monthly assessment is prorated when an eligible GSR is paid from more than one fund source during the same month. If the GSR is split funded, the system will calculate the monthly assessment for each fund source as follows:

1. \[
\frac{100\%}{\text{Total % Worked}} = \text{Factor (to 4 decimal places)}
\]

2. \[
\text{Factor} \times (\% \text{ worked on one fund source}) \times \text{(GSRTF Monthly Assessment)} = \text{Split funded Monthly Assessment}
\]

DETERMINING A FIXED DOLLAR AMOUNT ON SPLIT FUNDED GSRTF
Sometimes a fund source has only enough money to pay a certain amount during a particular month or quarter. You can use the following formula for these situations.

1. Determine the total sum of monthly GSR salary and GSR assessment
2. Divide the fund source A amount by #1 answer
3. Multiply #2 answer x % employed = % to employ on fund source A

Example: Fund source A can only pay $500.00.
Student is paid 48% at $2795/mo; Remission = $840

a. $1341.60 + $840 = $2181.60
b. $500 divided by $2181.60 = 22.9189
c. 22.9189 x 48% = 11.00%

Answer: Fund source A = 11% ($307.45 salary + $192.50 remission = Total $499.95)
Fund source B = 37%
SPLIT-FUNDING OF TA APPOINTMENT WITH GSR APPOINTMENT

The tuition/fee payment for a graduate student employed simultaneously as a 25% Teaching Assistant and a 25% Graduate Student Researcher will be paid in full via GSR Tuition Fee Remission. The GSR salary fund source will be charged the full GSRTF rate through PPS as usual.

GSR PARTIAL MONTH PAYMENT FORMULA

You can use the following Partial Month Factor Chart to calculate how much a GSR will be paid when employed for only part of a month.

To determine the number of days in a month, count all Mondays – Fridays; including holidays.

For all calculations; figure to 6 decimals and round to 4 decimals.

The payroll formula is:

1. (Partial Month Factor) x (Percent Time Employed) = Y
   
   1. (Y) x (Monthly Pay rate) = Amount paid

Example:

Student worked 7 days out of 22 day month; 49.31% at $2966/month

1. (.3182) x (.4931) = .1569
2. (.1569) x ($2966) = $465.37

CHART OF PARTIAL MONTH FACTORS

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<thead>
<tr>
<th>Days Worked</th>
<th>Days Per Month</th>
<th>Days Per Month</th>
<th>Days Worked</th>
<th>Days Per Month</th>
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<td>1.000  .9565</td>
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DATA ENTRY GUIDELINES

Graduate Student Researcher – #3266 (Not eligible for Tuition-and-Fee Remission)

Payroll online entries are:

**APPOINTMENT LINE**
Type  5  
Basis 11  
Pd Ovr  12  
Appt Begin  See Below  
Appt End  See Below  
Dept  Funding source 6-digit dept. code number  
Title  3266  
% Full  Round off, example 0.1599 will become 0.16  
F/V  F (fixed)  
Annual  Can leave blank, 11/12 will trigger system to multiply monthly rate by 12 to equal the annual amount  
Rt  A (Annual)  
Sch  MO (Monthly)  
Time  N = No Time Sheet  
Lv  N = No leave accrual

**DISTRIBUTION LINE**
Index  Your index  
Sub  0  
Dist %  Fill in exact percent, example, 0.1599  
Pay Begin  See Below  
Pay End  See Below  
Rate/Amount  XXXX.XX (Refer to salary rate chart)  
Step  1 (through 10) (Refer to step level chart)  
DOS code  REG

The appointment begin and end dates should reflect the period of the appointment; Fall GSRs are most often appointed from mid-September to 12/31, Winter appointments are usually 1/1 – 3/31, and Spring appointments are usually 4/1 – 6/30.

*Percent Time: If the GSR is appointed at 25% time or more for Fall, Winter or Spring quarters, the student must be on the GSRTF (3262, 3263, 3264, 3284, 3285, 3286, 3287) title codes unless the student is not eligible for one the reasons outlined earlier in this chapter.
DATA ENTRY GUIDELINES

Graduate Student Researcher Tuition and Fee Remission –
Title codes 3262, 3263, 3264, 3284, 3285, 3286, 3287

Payroll online entries are:

**APPOINTMENT LINE**
Type  5
Basis 11
Pd Ovr 12
Appt Begin See Below
Appt End See Below
Dept  Funding source 6 digit dept. code number
Title  3284 (or 3262, 3263, 3264, 3285, 3286, or 3287)
% Full  Round off, example 0.4999 will become 0.50
F/V  F (fixed)
Annual  Can leave blank, 11/12 will trigger system to multiply the monthly rate
        by 12 to equal the annual amount
Rt  A (Annual)
Sch  MO (Monthly)
Time  N = No Time Sheet
Lv  N = No leave accrual

**DISTRIBUTION**
Index  your index
Sub  0
Dist %  Fill in exact percent, example 0.4999
Pay Begin See Below
Pay End See Below
Rate/Amount  XXXX.XX (Refer to salary chart)
Step 1 (though 10)  (Refer to step level chart)
DOS code REG

**Appointment Begin and End Dates**
The GSRTF title codes 3262, 3263, 3264, 3284, 3285, 3286, or 3287 can only be used during the period 10/1 – 6/30. This nine-month period is divided into three segments of three full months for each quarter, and appointments usually reflect these dates:
Fall = 10/1 – 12/31; Winter = 1/1 – 3/31, and Spring = 4/1 – 6/30. Use MMDDYY format.
**GRADUATE STUDENT NEW HIRE DATA COLLECTION WORKSHEET**  
(For Completion of Mandatory Fields)  
SAMPLE GRADUATE STUDENT RESEARCHER WITH T/F REMISSION  
(3262, 3263, 3264, 3284, 3285, 3286, 3287)  
OR WITH NO T/F REMISSION (3266)

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<td>Sampleton</td>
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<tr>
<td>Date of Birth:</td>
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<table>
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<th>(EPD1)</th>
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<td>Sex: M (M or F)</td>
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<tr>
<td>American Indian or Alaska Native: ___ Asian: ___ Black/African American: ___</td>
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<td>Native Hawaiian or Other Pacific Islander: ___ White: ___</td>
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<tr>
<td>Primary Ethnic/Race: ___ (see page 5-8)</td>
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<td>Disabled Status: ___ (see page 5-8)</td>
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<td>Veteran Status Codes – Vietnam: ___ War/Campaign: ___ Oth Status: ___ Serv Medal: ___ (N or V) (N or E = Veteran) (see page 5-8)</td>
</tr>
<tr>
<td>Recently Separated Veteran Date: ___</td>
</tr>
<tr>
<td>Citizenship: ___ (C = Citizen, R = Resident Alien, N = Non-Resident Alien, A = Canada, Mexico, S. Korea, S = India)</td>
</tr>
<tr>
<td>Student Status: 4 (Grad) No. of Reg. Units: ___ (leave blank)</td>
</tr>
<tr>
<td>Stu/Reg: ___(leave blank)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(EPD2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oath Signature Date: 1001XX NOTE: The oath must be signed on or before the first day of employment.</td>
</tr>
<tr>
<td>I9 Date: 1001XX NOTE: Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(EADR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permanent Address Line 1: (only use for P.O. Box, route number or c/o line) __________________________</td>
</tr>
<tr>
<td>Important to keep current. Line 2: 215 Main Street</td>
</tr>
<tr>
<td>City: San Diego State CA Zip: 92014</td>
</tr>
<tr>
<td>Home Phone: __________________________</td>
</tr>
</tbody>
</table>

8-11
Campus Release Codes – Perm Address: ______ Home Phone: ______ Spouse Name: ________
For all of the above: Blank = No (do not release information), Y= Yes (release information) , N=No
Employee Organization Disclosures – Perm Address: ______ Home Phone: ______
For all of the above: Blank = Yes (release information) , N= No, Y= Yes
Mail Code: 0521_______(This is where the paycheck, direct deposit pay stub, and W2 form are sent).

(ETAX) Refer to payroll instructions for a non-resident alien and student’s completed W-4 Form.
Federal: Marital Status: _____(M)arried S (S)ingle Personal Allowances: 1
State: Marital Status: _____(M)arried S (S)ingle _____(H)ead of Household
Personal Allowances: 1 Itemized Deductions:________
Addl Fed Tax Withholding: (leave blank)_________ Addl Fed Nonres Alien Tax: ________

(EALN) For non-U.S. citizens only. Refer to payroll instructions.
Country Code: ______ Visa Type: ______ Visa/Work Permit End Date: ___________ US Date of Entry
____________ (F1: see line 5 on I-20; J1: see line 3 of DS-2019)

(EAPC)
APPOINTMENT:
Type: 5 Basis 11 Pd Ovr 12 Begin Date 1001XX End Date 0630XX Dur: (blank) Dept Code 000326
Title Code 3284 %Full 0.50 F/V F Ann/Hr Rate (leave blank) Rt A Sch MO Time N Lv N
(or 3262, 3263, 3264, 3284, 3285, 3286, 3287 - or 3266 for no T/F Remission.).
DISTRIBUTION:
Index (your index) Sub 0 Dist % 0.4999 Beg Date 1001XX End Date 0630XX Step 4 Amount XXXX.XX
Dos REG (no decimal)

(EPER)
BELI 5 Effective Date: 1001XX
Date of Hire: 1001XX Original Date of Hire: 1001XX
Employee Relations Code: E Employee Relations Unit: 99
NOTE: System will automatically populate if “E” is ERC code
Home Dept Code: (must be Grad’s academic dept code) _______ Timekeeper Code:__________
College Code: 00