10. Guide for Teaching Assistants

Teaching Assistant – Title Code 2310

A Teaching Assistant (TA) assists in the instruction of an upper or lower division course at the University under the supervision of a faculty member. The TA primarily assists the faculty member in charge of the course by conducting discussion or laboratory sections that supplement faculty lectures and by grading assignment and examinations.

A TA may also assist with the development of assignments or exams, hold office hours, and proctor exams. In the case of basic language, reading and composition, some other skills-building courses, and a few other courses, a Teaching Assistant may lead the class meetings, but as with all other TAs, the general instructional content of the course as well as the official assignment of student grades and decisions on grade appeals are the responsibility of the faculty member in charge of the course. In no instance shall a Teaching Assistant be assigned responsibility for the entire instruction of a course.

An international graduate student whose undergraduate degree is not from an English-speaking college or university, or who has serious pronunciation problems, may not serve as a TA until s/he has been certified to have the requisite English language skills. This English language policy does not apply to a student who serves as a TA which is conducted in his/her native language. For further information, contact the International Teaching Assistant Language Program, (858) 534-3981

Important Information That Affects Paychecks and Fee Payments

Appointment Begin/End Dates – Service Period vs. Pay Period

TAs have a service period (dates worked) that is different than the pay period (dates in PPS). The service period is the first day of the quarter through the last day of the quarter (ex. fall quarter begins mid-September and ends mid-December). The standard pay period in PPS will ALWAYS be entered with the following appointment and distributions begin and end dates:

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Begin Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>10/01</td>
<td>12/31</td>
</tr>
<tr>
<td>Winter</td>
<td>01/01</td>
<td>03/31</td>
</tr>
<tr>
<td>Spring</td>
<td>04/01</td>
<td>06/30</td>
</tr>
</tbody>
</table>

These standard pay period dates were established so that TAs receive three equal paychecks per quarter regardless of the actual quarter begin and end dates.

**WARNING:** Due to the differences between pay periods versus service period, **no changes can be made to a TA appointment in the middle of the quarter** or the system will pay the TA incorrectly.
1. Do not change standard begin/end dates.
2. Do not change the funding source in the middle of the quarter.
3. Do not change the percent time in the middle of the quarter.

In order to pay the student correctly, it is necessary to compute the TA daily rate of pay (see formula following this section). The computer cannot automatically pay a TA daily rate of pay properly. Payroll must manually adjust the check. Always call the Graduate Division (see page 3) prior to entering a TA daily rate of pay action on-line into PPS.

Note: Ending a TA early may affect his eligibility to receive fee payments.

**Oath**

When using a 10/01 start date for a new hire TA, the oath must be signed on or before the first day of the quarter (not the pay period). For example, if fall quarter begins on 9/22, the oath must be signed by that date, not on 10/1 which is the pay period start date.

**Important:** If the oath is not signed on time a damage claim must be submitted. Refer to PPM 395-2 for instructions.

**Spring Quarter TA and Other Summer Appointments**

A graduate student appointed as a TA spring quarter may be appointed (depending on the Home Department’s summer support policy) up to 100% time as a GSR (or other title) beginning the day after the quarter ends (mid-June). Although it may look like the student is appointed up to 150% time, the TA service period ends the last day of the spring quarter so it is not a conflict.

**Break-In-Service and a Fall Quarter TA**

It is not considered a break-in-service (requiring a Rehire action) if summer employment ends the last day of the summer (mid-September) and the student is a TA Fall quarter (begins work mid-September). Although the Payroll online entries may look unusual with a mid-September end date and then a 10/1 TA begin date, this is correct and is not considered a break-in-service because of the TA service period.

**TAs Appointed at 25% Time or More Receive TAHI/TAFE**

TAs appointed at 25% time or more for the entire quarter (or 50% for half the quarter) are eligible for TA Health Insurance (TAHI) and TA Fee Remission (TAFE) fee payments. TAFE pays the Tuition and Student Services Fee. You must coordinate eligibility of these fee payments with the student’s Graduate Academic Department Support Coordinator. The Home Department Support Coordinator will then contact the Graduate Division for issuance of the fee payments.
**TA Loan/Fee Deferment Program**

TAs may be able to apply for the TA Loan Program (available fall quarter only) or the TA Fee Deferment Program. Contact the Graduate Division, x46562, for additional information.

**Teaching Assistant Daily Rate of Pay**

Occasionally a Teaching Assistant is appointed for other than the entire quarter. The appointment may begin late or end early. In a few cases, a student might add an extra section after the quarter has begun and the TA percent time needs to be increased for part of the quarter. These situations should be avoided whenever possible and are treated as an exception by the Graduate Division.

If the appointment must change mid-quarter, please contact the Graduate Division immediately to determine whether the action will require written approval by the Dean of the Graduate Division. Due to the fact that TAs have a different pay period versus service period, the above situations result in a TA daily rate of pay. The Graduate Division can assist you with calculating the daily rate of pay and completion of the online entry for the TAship. **For all TA Daily Rate actions, you must copy the correct Payroll contact on the PAN notice, so that they know to adjust the payment to the student accordingly.**

**Payroll Contacts:**
(A-I) – Judy Garnet (jgarnet@ucsd.edu)
(J-Q) – Gloria Poon (gpoon@ucsd.edu)
(R-Z) – Loida Alberter (lalberter@ucsd.edu)

**Important:** If a TA ends early and does not work 50% time for at least half the quarter, they become ineligible for the TAH/TAFE fee payment that Graduate Division paid at the start of the quarter. Inform the student, and contact the Graduate Division as needed.

Calculation of the TA salary is as follows:

1. Multiply the 100% monthly rate times three (to equal the 100% rate for the quarter).
2. Divide this answer by the number of days in the quarter (to equal the 100% daily rate of pay).
3. Multiply the 100% daily rate of pay by the percent of the appointment.
4. Multiply this answer by the number of days (Monday through Friday) worked in the quarter.
IMPORTANT:

When inputting the action, if the TA starts late, use the first day of employment as the begin date and use the last day of the service month as the end date. For example, if a fall TA started late on October 5, the dates online would be 10/5 – 12/31.

If a TA ends early, for example on 10/17, use the last day of the service month as the end date but put the actual dates worked in the comments section. For example, 10/1 – 10/31 online but in the comments section, put 9/XX (Fall quarter begin date) – 10/17, actual dates worked. The comments sections should begin “TA Daily Rate of Pay” and then give the dates worked and the calculations for the payment.

EXAMPLE:

A 50% fall quarter TA resigns 10/14. The start of the quarter was 9/19 (for this example only); therefore, the student worked from 9/19 to 10/14 for a total of 20 days (M-F). The quarter has 60 days (for this example only).

Note: the number of days in each quarter is found on the Registrar’s Academic and Administrative calendar at:
http://blink.ucsd.edu/instructors/resources/academic/calendars/index.html

The calculations are as follows:

$4119.56 (use current monthly salary) x 3 (months in quarter) = $12,358.68

$12,358.68
60 (days in quarter) = 205.98

205.98 x 0.50 (percent time) = 102.989 (daily rate of pay)

102.99 x 20 (days worked) = 2059.80

The total payment to the student is $2059.80

COMMENTS:

ATTN: PAYROLL ACTION – TA DAILY RATE OF PAY
Student resigned 10/14 and withdrew.
TA service period 9/19 – 10/14 (20 days worked).
20 days worked x $102.99 (50% TA Daily rate of pay) = $2059.80
Data Entry Guidelines

2310 – Teaching Assistant

Teaching Assistants are always set up using the pay period dates as follows:
Fall = 10/01 – 12/31
Winter = 01/01 – 03/31
Spring = 04/01 – 06/30

Payroll on-line entries are:

**APPOINTMENT LINE**
Type 5
Basis 09
Pd. Ovr 09
Appt Begin See Below
Appt End See Below
Dept Funding source 6-digit dept. code number
Title 2310
% Full 0.50 (for example)
F/V F (Fixed)
Annual Can leave blank, 09/09 basis/pd ovr will trigger system to multiply monthly rate
by 9 to equal the 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 0.5000
Pay Begin See Below
Pay End See Below
Rate/Amount XXXX.XX (refer to salary rate chart)
DOS Code REG

Appointment Begin and End Dates

For TAs, the appointment begin and end dates are standard dates:
Fall = 10/1 – 12/31, Winter = 01/01, = 03/31 and Spring = 04/01 – 06/30.

These standard pay period dates were established so that TAs receive 3 equal paychecks per
quarter; however, the service period is the actual quarter dates. Dates are completed in
MMDDYY format, example Fall YR = 1001YR – 1231YR.
GRADUATE STUDENT NEW HIRE DATA COLLECTION WORKSHEET
(For Completion of Mandatory Fields)
SAMPLE TEACHING ASSISTANT (2310) - FALL QUARTER

Social Security Number 123456789

Jonathan Richard Sampleton
First Name Middle Last Name Suffix (Jr./Sr)

Date of Birth: 031471

Sex: M____(M or F)

Hispanic: _____________

American Indian or Alaska Native: ____ Asian: ____ Black/African American: ____

Native Hawaiian or Other Pacific Islander: ____ White: ________

Primary Ethnic/Race: ____ (see page 5-8)

Disabled Status: _____ (see page 5-8)

Veteran Status Codes – Vietnam: ______ War/Campaign: ______ Oth Status: ______ Serv Medal: ______

Recently Separated Veteran Date: ______

Citizenship: _____
(C = Citizen, R = Resident Alien, N = Non-Resident Alien, A= Canada, Mexico, S. Korea, S = India)

Student Status: 4 (Grad) No. of Reg. Units: ____ (leave blank)

Stu/Reg: ____ (leave blank)

Oath Signature Date: 09XXXX NOTE: For TAs, the oath must be signed by the first day of the quarter.

I9 Date: 09XXXX 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.

Permanent Address Line 1: ____________________________

Important to keep current. Line 2: 215 Main Street

City: San Diego State CA Zip: 92014

Home Phone: ____________________________

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

(EADR) continued
Mail Code: 0139 (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)ingle Personal Allowances: 1
State: Marital Status: _____(M)arried _____(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 09 Pd Ovr 09 Begin Date 1001XX End Date 1231XX Dept Code 000326
Title Code 2310 %Full 0.50 F/V F Ann/Hr Rate xxxxx xx Rt A Sch MO Time N Lv N
DISTRIBUTION:
Index (your index) Sub 0 Dist % 0.5000 Beg Date 1001XX End Date 1231XX Step__ Amount XXXX.XX Dos REG

(EPER)

BELI 5 Effective Date: 1001XX
Date of Hire: 1001XX Original Date of Hire: 1001XX
Employee Relations Code: E Employee Relations Unit: BX
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

Comments: TA 2310, 50%, 10/1-12/31, TAHI/TAFE = FWS