
**TUTOR – TITLE CODE 2860**

A Tutor provides tutoring to individual (one-on-one) or small groups (three or more) of undergraduate or graduate students who require additional help to understand a course or topical material. In some instances, tutoring may focus on improved use of the English language.

The Tutor title is approved for use in specific programs including: Academic Enrichment Program, ECE, Economics, GPS, Graduate Enrichment, Honors Achievement Workshop, Humanities, IDEA Student Center, Linguistics, MAE, Medical School Tutorial Program, MESA Engineering, Nanoengineering, OASIS, Physics, Subject A, Teaching and Learning Commons, Theatre, and the Writing Center. Any other department or program use of the Tutor title must have prior written approval by the Dean of Graduate Division.

Graduate student Tutors can be paid at either the Single Session rate (one-on-one tutoring) or at the Group Session rate (three or more in the group receiving the tutoring). This title can be used for programs previously approved by the Graduate Division. Tutors are always set up on sub-2.

**TUTORS APPOINTED AT 25% TIME OR MORE RECEIVE TAHI/TAFE**

Effective fall quarter 2011, GSHIP, Tuition and Student Services fee payments will be issued for Tutors (25% minimum) at the beginning of the quarter based upon the assumption that the student will work the minimum number of hours required for fee remission (110 hours). Note that fee remission will not be paid at the start of the quarter if the student has a registration or financial “hold” placed on his account because the student is in arrears from a previous quarter.

If the student does not work the required number of hours by the end of the quarter, the fee payments will be rescinded and the amount must be repaid either by the student or by the department through block grant fee scholarship.

The academic home department should report Tutors (25% minimum) to the Graduate Division in a manner similar to reporting a 25% TA. If a department reports hiring a 25% Tutor, the department must ensure that the student is time reported for at least 110 hours in the payroll timekeeping system. Departments are responsible for auditing tutor hours to ensure eligibility.

The hiring department must coordinate the fee payment request with the student’s home department at the time pre-approval for employment is requested. Home departments are responsible for submitting fee payment requests for all their students regardless of where the students are employed on campus.

Timely fee payment submission and PPS time reporting is mandatory in accordance with the ASE-UAW contract and university policy.
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 2860
% Full Example, 0.25
F/V V (Variable, subject to time reporting on PTR)
Annual Use hourly rate if paid hourly, annual if paid monthly
Rt H if Hourly, A if Annual
Sch BW if bi-weekly/hourly, and MO is monthly
Time A (to generate Payroll Time Record)
Lv N (No Leave Accrual)

**DISTRIBUTION LINE**
Index your index
SUB 2
Dist % Example, 0.2500
Pay Begin 1001XX
Pay End 1231XX
Rate/Amount X.XXXX (Hourly) or XXXX.XX (Monthly) - Refer to salary chart.
DOS REG

**Appointment Begin and End Dates**
Tutor begin and end dates can vary. Some Tutor appointments are set up for the actual quarter dates and others are set up for the Fall quarter begin date through 12/31, Winter from 1/1 - 3/31 and Spring from 4/1 – 6/30. When using a 10/01 start date for a new hire tutor, 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.

**NOTE:** If the student is already set up as a Teaching Assistant and you are adding a concurrent Tutor appointment, you must add the Tutor at a monthly rate.
GRADUATE STUDENT NEW HIRE DATA COLLECTION WORKSHEET
(For Completion of Mandatory Fields)
SAMPLE TUTOR (2860) at HOURLY RATE

(EEID)
Social Security Number      123456789
First Name  Richard  Middle  Sampleton  Last Name  Suffix (Jr./Sr)
Date of Birth:       031471

(EPD1)
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: ______
(N or V)  (N or E = Veteran) (see page 5-8)
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)

(EPD2)
Oath Signature Date: 0101XX  NOTE: The oath must be signed by the first day of the quarter.
I9 Date: 0101XX  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.

(EADR)
Permanent Address Line 1: (only use for P.O. Box, route number or c/o line)________________________
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).

**Mail Code: 0139**

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:__________

---

**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)**

---

**APPOINTMENT:**

**Type:** 5  **Basis** 09  **Pd Ovr** 09  **Begin Date** 0101XX  **End Date** 0331XX  **Dept Code** 000326

**Title Code** 2860  **%Full** 0.15  **F/V** V  **Ann/Hr Rate** XX.XXXX  **Rt** H  **Sch** BW  **Time** A  **Lv** N

**DISTRIBUTION:**

Index (your index) Sub 2  Dist % 0.1500  **Beg Date** 0101XX  **End Date** 0331XX  **Step**__Amount XX.XXXX  **Dos** REG

---

**BELI 5**  **Effective Date:** 0101XX

**Date of Hire:** 0101XX  **Original Date of Hire:** 0101XX

**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:** 000365 00

**College Code:** 00

---

**Comments:** Tutor for Graduate Enrichment Program - Payment Not to Exceed $350.00

__________________________________________________________________________
**Graduate Student New Hire Data Collection Worksheet**

*For Completion of Mandatory Fields*

**Sample Tutor (2860) at Monthly Rate**

<table>
<thead>
<tr>
<th>EEID</th>
<th>Social Security Number</th>
<th>123456789</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>First Name</td>
<td>Jonathan</td>
</tr>
<tr>
<td></td>
<td>Middle</td>
<td>Richard</td>
</tr>
<tr>
<td></td>
<td>Last Name</td>
<td>Sampleton</td>
</tr>
<tr>
<td></td>
<td>Suffix (Jr./Sr)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Date of Birth</td>
<td>03/14/71</td>
</tr>
</tbody>
</table>

**EPD1**

<table>
<thead>
<tr>
<th>Sex:</th>
<th>M(M or F)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hispanic:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>American Indian or Alaska Native:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Asian:</td>
<td></td>
</tr>
<tr>
<td>Black/African American:</td>
<td></td>
</tr>
</tbody>
</table>

| 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: |          |
|                                | (see page 5-8) |

<table>
<thead>
<tr>
<th>Citizenship:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>C = Citizen, R = Resident Alien, N = Non-Resident Alien, A = Canada, Mexico, S. Korea, S = India</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Stu/Reg:</th>
<th>(leave blank)</th>
</tr>
</thead>
</table>

**EPD2**

| Oath Signature Date: | 01/01XX |
|                     | NOTE: The oath must be signed by the first day of the quarter. |

| I9 Date: | 01/01XX |
|         | 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. |

**EADR**

| Permanent Address: | Line 1: (only use for P.O. Box, route number or c/o line) |
| Important to keep current. Line 2: | 215 Main Street |
| City: | San Diego |
| State: | CA |
| Zip: | 92014 |

<table>
<thead>
<tr>
<th>Home Phone:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| 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:

(EALN) For non-U.S. citizens only. Refer to payroll instructions.

Country Code: _______ Visa Type: _______ Visa/Work Permit End Date: ________________
(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 0101XX  End Date 0331XX  Dur: (blank)  Dept Code 000326
Title Code 2860 % Full 0.15  F/V V  Ann/Hr Rate (leave blank)  Rt A  Sch MO  Time A  Lv N
DISTRIBUTION:
Index (your index)  Sub 2  Dist % 0.1500  Beg Date 0101XX  End Date 0331XX  Step____
Amount XXXX.XX  Dos REG

(EPER)

BELI 5  Effective Date: 010196
Date of Hire: 0101XX  Original Date of Hire 0101XX
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: 000365 00
College Code: 00

Comments: Tutor for Graduate Enrichment Program - Payment Not to Exceed $350.00
(NOTE: Pay at monthly rate if the student has another appointment at monthly rate).