Chapter 12: Guide for Readers

Reader – Title Code 2850
A Reader assists a course instructor by grading homework, papers, or exams and may also hold office hours to answer students’ questions about such assignments.

Readers are always set up on sub-2 and subject to positive time reporting using the On-Line Timekeeping system. If there is already an existing monthly appointment in PPS, then readers should be paid at the monthly rate so it will not conflict with the concurrent monthly appointment (cannot be hourly and monthly at the same time).

Readers Appointed at 25% Time or More Receive TAFE/TAHI
Effective fall quarter 2011, GSHIP, Tuition and Student Services fee payments will be issued for

Readers and 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).

If the student does not work the required number of hours by the end of the quarter, the fee payments will be rescinded and the amount must be repaid either by the student or by the department through block grant fee scholarship.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 Readers (25% minimum) to the Graduate Division in a manner similar to reporting a 25% TA. If a department reports hiring a 25% Reader, 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 reader 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.

Fee Remission
Fee remission for Readers will not be paid at the beginning of the quarter if the student has a registration or financial “hold” placed on the student account because the student is in arrears from a previous quarter.

Concurrent Appointments
If the student is already set up as a Teaching Assistant or other monthly appointment and you are adding a concurrent readership, you MUST add the reader at a monthly rate.
Reader Data Entry Guidelines for Title Code 2850

**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**: 2850
- **% 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 if monthly
- **Time**: A (to generate Payroll Time Record)
- **Lv**: N (No Leave Accrual)

**DISTRIBUTION LINE**

- **Index**: your index
- **Sub**: 2
- **Dist %**: Fill in estimated percent, example 0.2500 or 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**

Reader begin and end dates can vary. Some Reader 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 reader, 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.
Graduate Student New Hire Data Collection Worksheet – Reader (2850), Hourly Rate

EEID

Social Security Number
First Name
Middle
Last Name
Suffix
Date of Birth

(Press Enter to look for errors before proceeding to the next screen)

EPD1

Sex: ____ (M or F)
Hispanic: ____
American Indian or Alaska Native: ____ Asian: ____ Black/African American: ____
Native Hawaiian or Other Pacific Islander: ____ White: ____
Primary Ethnic/Race: ____ (see Demographic Data Codes)
Disable Status: ____ (see Demographic Data Codes)
Veteran Status Codes – Vietnam: ____ War/Campaign: ____ Oth Status: ____ Serv Medal: ____
(see Demographic Data Codes)
Recently Separated Veteran Date: ____
Citizenship: ____
(C=Citizen, R=Resident Alien, N=Non-Resident Alien, A=Canada, Mexico, S. Korea, S=India)
Student Status: ____ No. of Reg. Units: ____
(4=Grad) (Leave blank)

EPD2

Oath Signature Date: __10XXXX__ For TAs and Assoc., the Oath must be signed by the first day of the quarter.
I-9 Date: __10XXXX__ Employees must complete and sign Section 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)
Line 2: 215 Main Street
City: San Diego  State: CA Zip: 92101
Home Phone: ____
Location Release Codes – Perm Address: ____ Home Phone: ____ Spouse Name: ____
(Blank=No, do not release information, Y=Yes, release information, N=Now, do not release information)
EE Org/Union Disclosures – Perm Address: ____ Home Phone: ____
(Blank=No, do not release information, Y=Yes, release information, N=Now, do not release information)
Mail Code: 0139 This is where paycheck and W-2 are sent, if not sent electronically.
ETAX

Refer to payroll instructions for a non-resident alien and student’s completed W-4 Form.

Federal
Marital Status: _____ (M)arried or (S)ingle
Personal Allowances: _____

California
Marital Status: _____ (M)arried or (S)ingle or (H)ead of Household
Personal Allowances: _____
Itemized Deductions: _____
Addl Fed Tax Withholding: _____ (leave blank)

EALN

For non-US citizens only. Refer to payroll instructions.
Country of Residence: _____ U.S. Date of Entry: _____
Visa Type: _____ Work Permit End Date: _____ (F-1: see line 5 on I-20; J-1: see line 3 of DS-2019)

EAPC

Appointment
Type: 5 Bas: 09 Pd Ovr: 09 Appt Begin: 1001XX Appt End: 1231XX Dur: ____ Dept: 000326
(5, Academic) (11=GSR or 9=ASE) (12=GSR or 9=ASE)
Title: 2850 %Full: 0.25 F/V: V Ann/Hr Rate: XX.XX Rt: H Sch: BW Time: A LV: N
(Rate: A=annual, H=hourly, B=by agreement) (Schedule: MO or BW) (Time: N or A=timesheet) (Leave: N)
Distribution
Index: _ Sub: 2 Dis %: 0.2500 PayBeg: 1001XX PayEnd: 1231XX Step: _ Rate/Amt: $$ DOS: REG
(Sub: 0=TA, Assoc, GSR; Sub 2=Reader, Tutor) (GSR only)

EPER

Assigned BELI: 5 Effective Date: 1001XX
Date of Hire: 1001XX Original Hire Date: 1001XX
Employee Relations Code: E
Home Department: _____ Must be student’s Academic Home Department
Employee Relations Unit: BX 99=GSR, BX=ASE (System will auto-populate if ERC is “E”)
Timekeeper Code: ____
College Code: 00

Comments:
Reader 2850, 25%, 10/01-12/31

Graduate Student New Hire Data Collection Worksheet – Reader (2850), Monthly Rate
EEID

Social Security Number  
First Name  
Middle  
Last Name  
Suffix  
Date of Birth  

(Press Enter to look for errors before proceeding to the next screen)

EPD1

Sex:  ____ (M or F)  
Hispanic:  ____  
American Indian or Alaska Native:  ____  Asian:  ____  Black/African American:  ____  
Native Hawaiian or Other Pacific Islander:  ____  White:  ____  
Primary Ethnic/Race:  ____ (see Demographic Data Codes)  
Disable Status:  ____ (see Demographic Data Codes)  
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:  ____  No. of Reg. Units:  ____  
(4=Grad)  (Leave blank)

EPD2

Oath Signature Date:  __10XXXX__  
I-9 Date:  __10XXXX__  
For TAs and Assoc., the Oath must be signed by the first day of the quarter.  
Employees must complete and sign Section 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)  
Line 2:  __215 Main Street__  
City:  __San Diego__  State:  __CA__  Zip:  __92101__  
Home Phone:  ____  
Location Release Codes – Perm Address:  ____  Home Phone:  ____  Spouse Name:  ____  
(Blank=No, do not release information, Y=Yes, release information, N=Now, do not release information)  
EE Org/Union Disclosures – Perm Address:  ____  Home Phone:  ____  
(Blank=No, do not release information, Y=Yes, release information, N=Now, do not release information)  
Mail Code:  __0139__  This is where paycheck and W-2 are sent, if not sent electronically.

ETAX
Refer to payroll instructions for a non-resident alien and student’s completed W-4 Form.

Federal
Marital Status: _____ (M)arried or (S)ingle
Personal Allowances: _____
California
Marital Status: _____ (M)arried or (S)ingle or (H)ead of Household
Personal Allowances: _____
Itemized Deductions: _____
Addl Fed Tax Withholding: _____ (leave blank)

EALN
For non-US citizens only. Refer to payroll instructions.
Country of Residence: _____ U.S. Date of Entry: _____
Visa Type: _____ Work Permit End Date: _____ (F-1: see line 5 on I-20; J-1: see line 3 of DS-2019)

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Appointment
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(5, Academic) (11=GSR or 9=ASE) (12=GSR or 9=ASE)
Title: 2850 %Full: 0.25 F/V: V Ann/Hr Rate: (blank) Rt: A Sch: MO Time: A LV: N
(Rate: A=annual, H=hourly, B=by agreement) (Schedule: MO or BW) (Time: N or A=timesheet) (Leave: N)
Distribution
Index: _ Sub: 2 Dis %: 0.2500 PayBeg: 1001XX PayEnd: 1231XX Step: _ Rate/Amt: $$ DOS: REG
(Sub: 0=TA, Assoc, GSR; Sub 2=Reader, Tutor) (GSR only)

EPER
Assigned BELI: 5 Effective Date: 1001XX
Date of Hire: 1001XX Original Hire Date: 1001XX
Employee Relations Code: E
Home Department: _____ Must be student’s Academic Home Department
Employee Relations Unit: BX 99=GSR, BX=ASE (System will auto-populate if ERC is “E”)
Timekeeper Code: _____
College Code: 00

Comments:
Reader 2850, 25%, 10/01-12/31 (pay at monthly rate if the student has another appointment at a monthly rate)