Hiring Undergraduate Student Employees in UCPath

Topic Based Zoom

2/22/23

Today's Topics:

- Undergraduate Student Employee Overview

- Pre-Process

- Transactions in UCPath

- Scenarios

- Resources

Undergraduate Student Employees

STAFF

- Employee Class 5
- Student: Casual/Restricted
  - **Student Job/Title Codes**

ACADEMIC

- Employee Class 11
- Academic: Academic Student

Job Codes

➢ 004919 - Assistant 4 (STDT 4)

➢ 004920 - Assistant 3 (STDT 3)

➢ 004921 - Assistant 2 (STDT 2)

004329 - Appointed Official	004934 - Student Information Technology (STDT IT)
009901 - Camp Counselor	
004331 - Elected Officer, Student Government	004938 - Student Peer Counselor (STDT PEER CNSLR)
004011 - Recreation Program Instructor	004942 - Student Researcher (STDT RESEARCHER)
004928 - Student Artist or Performer (STDT ARTIST OR PERF)	
004930 - Student Clinical (STDT CLIN)	004944 - Student Residence Hall (STDT RSDNC HALL)
004932 - Student Events (STDT EVENTS)	004946 - Student Residence Hall Lead (STDT RSDNC HALLS LD)

https://blink.ucsd.edu/HR/supervising/hiring/students/

Social Security Number (SSN)

The SSN in UCPath must match ISIS

International Students also need to complete Glacier

SSN is required for tax purposes

If the student *does not* have a SSN yet:

✓ Leave the National ID field blank

✓ Explain the omission in the Comments

✓ SSN must be added later by submitting a Personal Data Change template transaction or students can enter it via Self Service

https://students.ucsd.edu/sponsor/registrar/tax-id-number.html

Work Study

Two types Work Study:

- Federal Position Pool ID = F (Federal 50%)

- University Pool ID = U (University 50%)

- Check Work Study Table in UCPath to see which one is available to the student employee

- **KBA: Work Study FAQs**

- **Job Aid: How to Create and Manage Work-Study Jobs**

- **Job Aid: How to Update a Filled Position from Work-Study to Non-Work Study**

- **Job Aid: How to Submit a Direct Retro for Work-Study**

https://blink.ucsd.edu/HR/supervising/hiring/students/work-study-positions.html

Pre Process

Does this student already have an **Empl ID**?

Is the combined **FTE** across all <u>active</u> jobs under the threshold?

Does the **FLSA/Pay Frequency** align with existing jobs?

1

2

3

- **Search for People: Search/Match**

- **Person Org Summary**
- FTE < 80% and registered for > 6 units
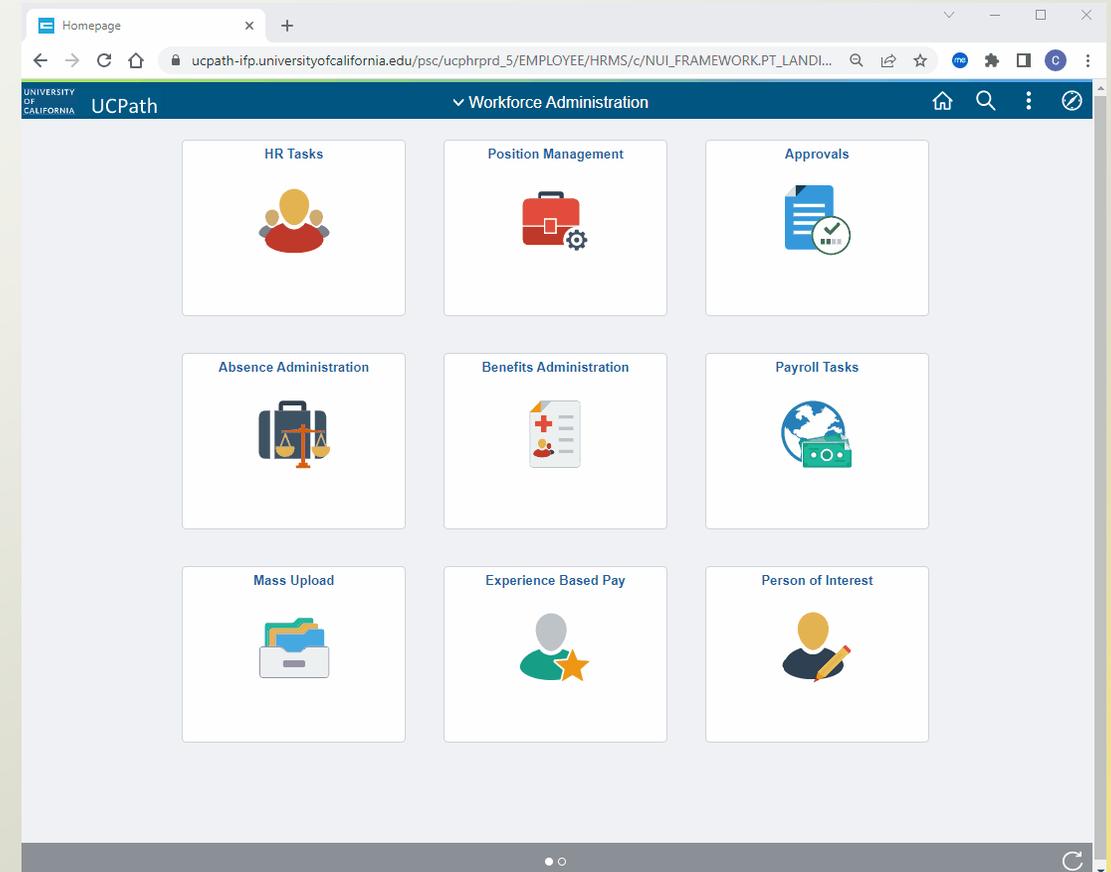
- **Person Org Summary**

Search for People | Search/Match

Perform the search three times, in this order:

1. The employee's Social Security number

2. The employee's first and/or last name and date of birth

3. The employee's first and last name

UPK: Search for People Using Search/Match

- Search Type = Person

- Search Result Code: PERSON_RESULTS

Person Org Summary

Person Organizational Summary

Maggie Doolittle

Person ID 10488908

Benefit Eligibility Hours
Limited Hours Career
Floater Hours Career

Employment Instances

Find | View All | First 1-3 of 3 Last

ORG Instance 0   HR Status Inactive   Last Hire 06/14/2021
Primary Job: ☐   Payroll Status Terminated   Termination Date 04/12/2022   Job Record End Date -Auto Term

Assignments

Personalize | Find | 📷 | 🔢   First 1 of 1 Last

Empl Record	Business Unit	Position Number	Dept ID	Department Description	Job Code	Description	Expected Job End Date	FTE	Employee Class	Union Code	FLSA Status	Pay Group	Employee Type	Probation Code	Probation End Date
0	SDCMP	40805001	000221	POLITICAL SCIENCE	004920	STDT 3		0.250000	Student: Casual/Restricted	99	N	6ST	H	None	

ORG Instance 1   HR Status Active   Last Hire 09/02/2021
Primary Job: ☐   Payroll Status Active   Termination Date

Assignments

Personalize | Find | 📷 | 🔢   First 1 of 1 Last

Empl Record	Business Unit	Position Number	Dept ID	Department Description	Job Code	Description	Expected Job End Date	FTE	Employee Class	Union Code	FLSA Status	Pay Group	Employee Type	Probation Code	Probation End Date
1	SDCMP	40837244	000221	POLITICAL SCIENCE	004920	STDT 3	06/30/2023	0.250000	Student: Casual/Restricted	99	E	6MH	H	None	

ORG Instance 2   HR Status Active   Last Hire 10/01/2022
Primary Job: ☑   Payroll Status Active   Termination Date

Assignments

Personalize | Find | 📷 | 🔢   First 1 of 1 Last

Empl Record	Business Unit	Position Number	Dept ID	Department Description	Job Code	Description	Expected Job End Date	FTE	Employee Class	Union Code	FLSA Status	Pay Group	Employee Type	Probation Code	Probation End Date
2	SDCMP	40883910	000149	SCH. OF GLOBAL POLICY&STRATEGY	002310	TEACHG ASST-GSHIP	12/31/2022	0.500000	Academic: Academic Student	BX	E	6AC	S	None	

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Aligning FLSA/Pay Frequency

When New Hire needs to align FLSA/Pay Frequency to existing Empl Record(s):

Override Pay Groups can be done through comments on Hire Template

6MS	6MH
FLSA = Exempt	FLSA = Exempt
Comp Rate Code = UCANNL	Comp Rate Code = UCHRLY
Comp Rate = Annual Rate	Comp Rate = Hourly Amount
Comp Frequency = M	Comp Frequency = M

When existing Empl Record(s) needs to align FLSA/Pay Frequency to the New Hire:

- Use PayPath to update the FLSA, Comp Rate Code, Comp Rate and Comp Frequency

- Submit a Job Data Update Form to request a Pay Group Override to 6MS or 6MH

- Use an Effective Date that is before the Effective Date of New Hire

- Use an Effective Date that begins a pay period

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Student Employee Lifecycle

Create **Position**

- Work Study? Position Pool
- Add Position Funding

Hire **Employee**

- Template Transaction

Manage **Job**

- PayPath
- Payroll Tasks
- Position Management
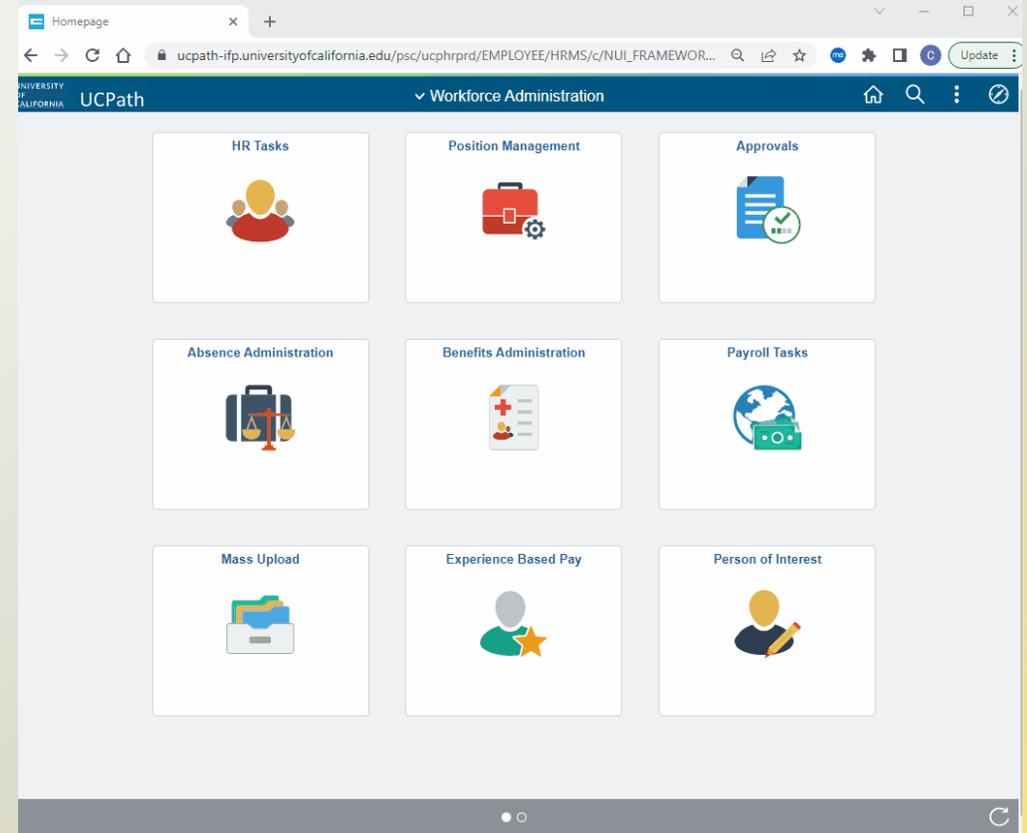- Update Position Funding
- Direct Retro

Terminate Employee
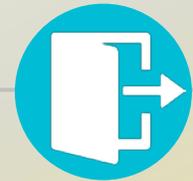
- Template Transaction
- Final Pay

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Create Position

- Navigation: Workforce Administration > Position Management > Add Update Position > **Add/Update Position Info**

- Use this page to create a new position or to update a vacant position.

- **Note:** Position Management entries do NOT go through an approval routing but are committed immediately to UCPath

Key fields for students:
- Effective Date
- Job Code
- Full/Part Time: Variable
- FTE
- FLSA
- ER Code: All others non confidential
- Position Pool ID

Add Position Funding

- Navigation: General Ledger Administration > General Ledger Tasks > Funding > **Funding Entry**

- Use this page to enter new position funding or to update existing position funding.

- Funding entry transactions only require local approval.

- To affect the current pay cycle, Funding Entry page is due 7pm the day before Pay Confirm

- **Note:** Failure to add funding will cause payroll expenses to hit the department default. If this happens, you will see an error code of FND in the Program column of the DOPE report.
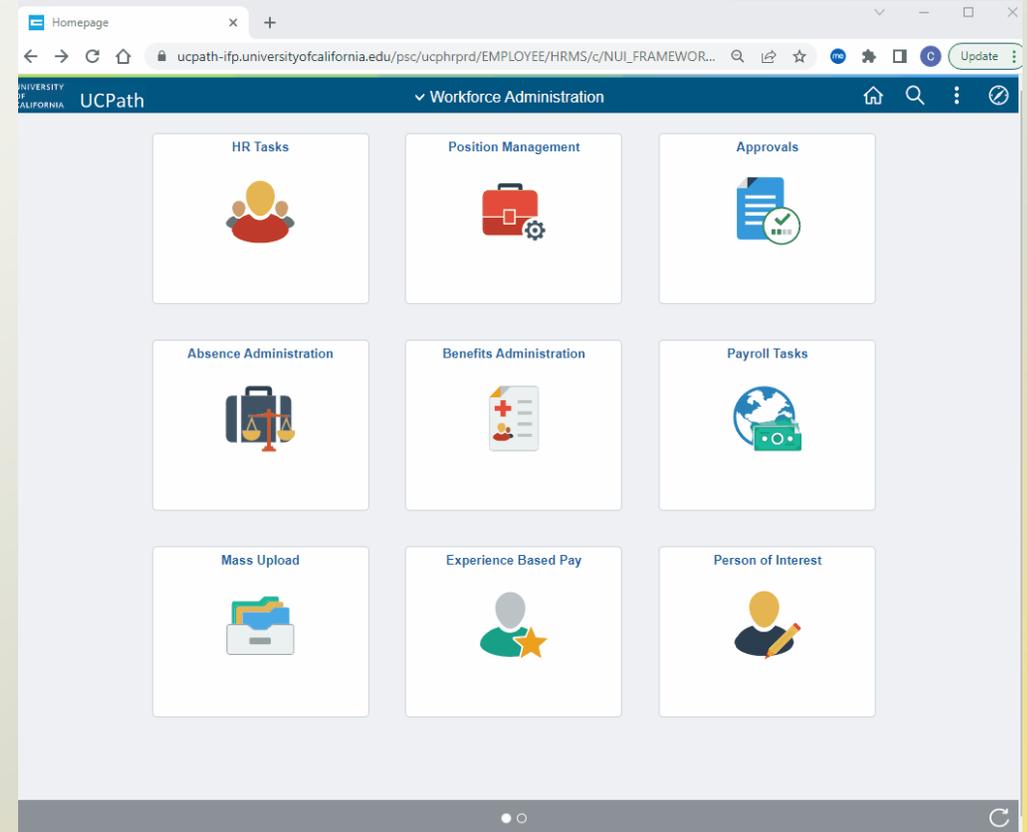
Hire Employee

- Navigation: Workforce Administration > HR Tasks> Smart HR Templates > **Smart HR Transactions**

- Use Smart HR Templates for full hires, rehires, concurrent hires, personal data changes, terminations.

- Template transactions require local approval as well as UCPath Center acceptance and processing.

- Deadline to affect current pay cycle is the Employee Data Change

Key fields for students:
- Employee Class
- Expected Job End Date
- Pay Frequency
- Pay Group Overrides
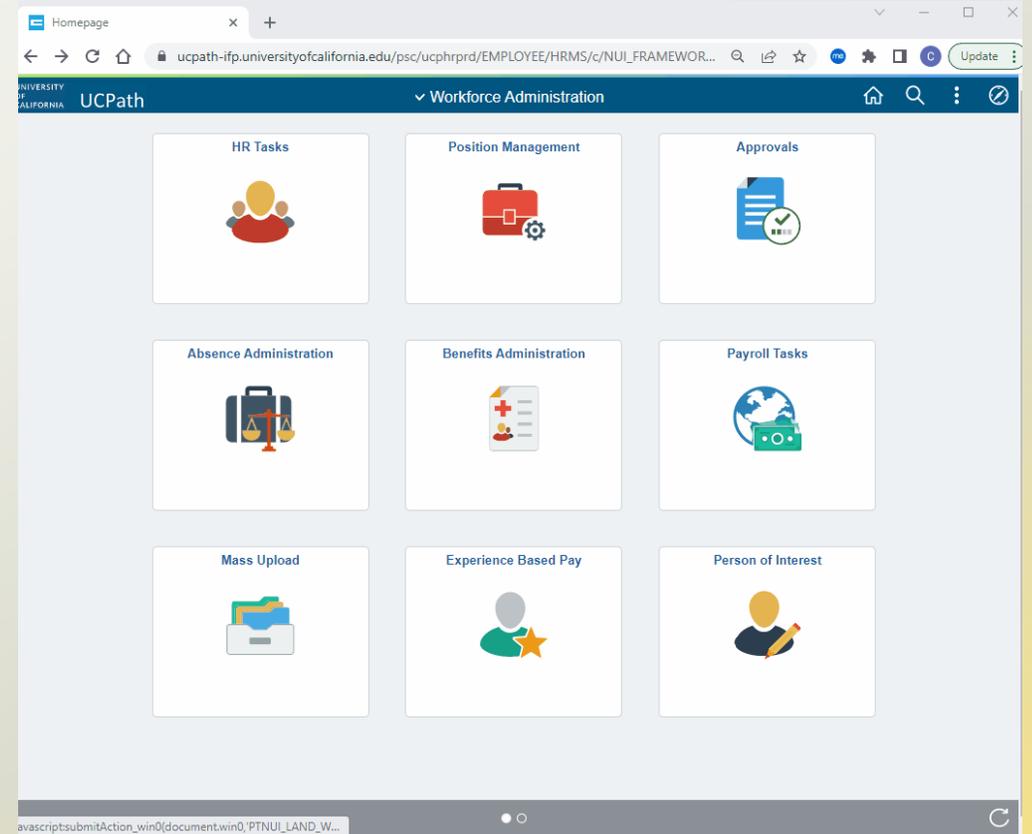
Manage Job | PayPath

- Navigation: Workforce Administration > HR Tasks > PayPath/Additional Pay > **PayPath Actions**

- Use this page to modify position data, job data, and additional pay for filled positions

- PayPath only requires local approval.

Examples:
- Short Work Break/Return from Short Work Break
- Update Pay Rate
- Reclassifications
- Update Expected Job End Date
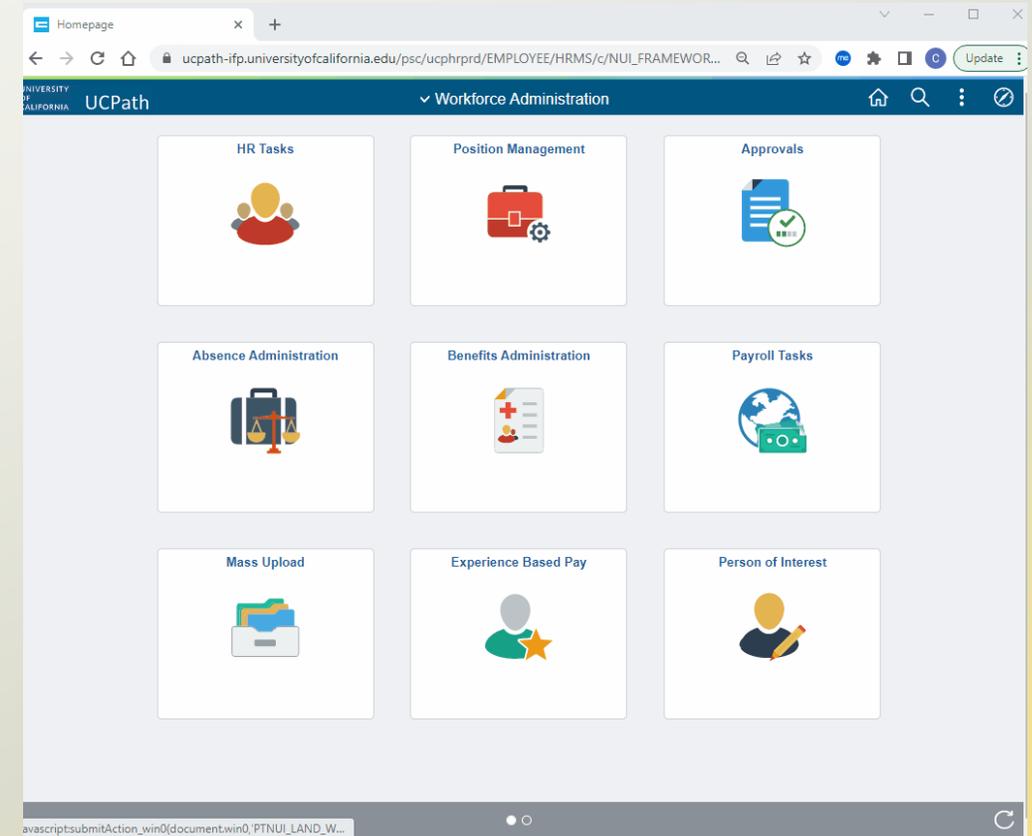
Manage Job | Payroll Requests

- Navigation: Workforce Administration > Payroll Tasks > Payroll Transactions > **Self Service Transaction Links**

- Use the Payroll Requests page to request off cycle, overpayment or final pay.

- Payroll requests require local approval as well as UCPath Center acceptance and processing.

- Use the Off Cycle Dashboard to track status of submitted payroll requests.

Examples:
- Off Cycle requests
- Overpayment
- Additional Pay
- One Time Payment
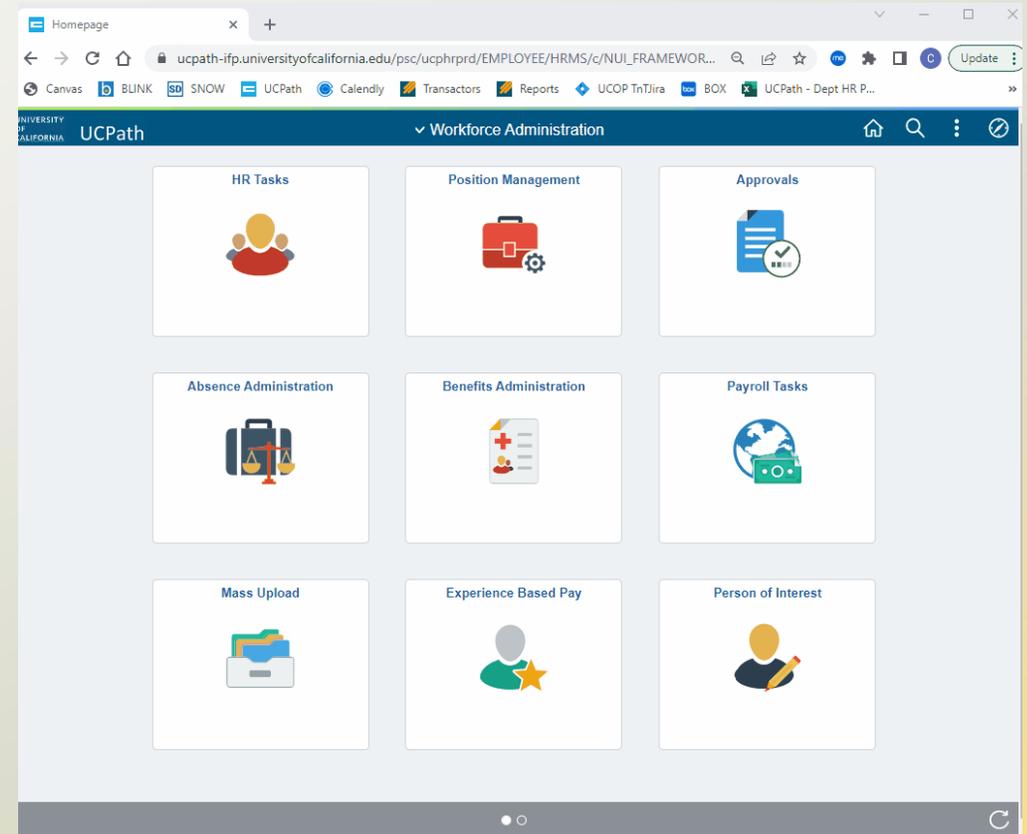
Manage Job | Direct Retro

- Navigation: General Ledger Administration > General Ledger Tasks > Direct Retro > **Process Direct Retro**

- Use Direct Retro, also known as salary cost transfer, to move payroll expenses from one fund to another to correct general ledger records.

- Direct retro transactions only require local approval.

- Direct retro deadlines to post in the accounting periods are posted on our local UCPath transactors page: https://ucpath.ucsd.edu/transactors/index.html
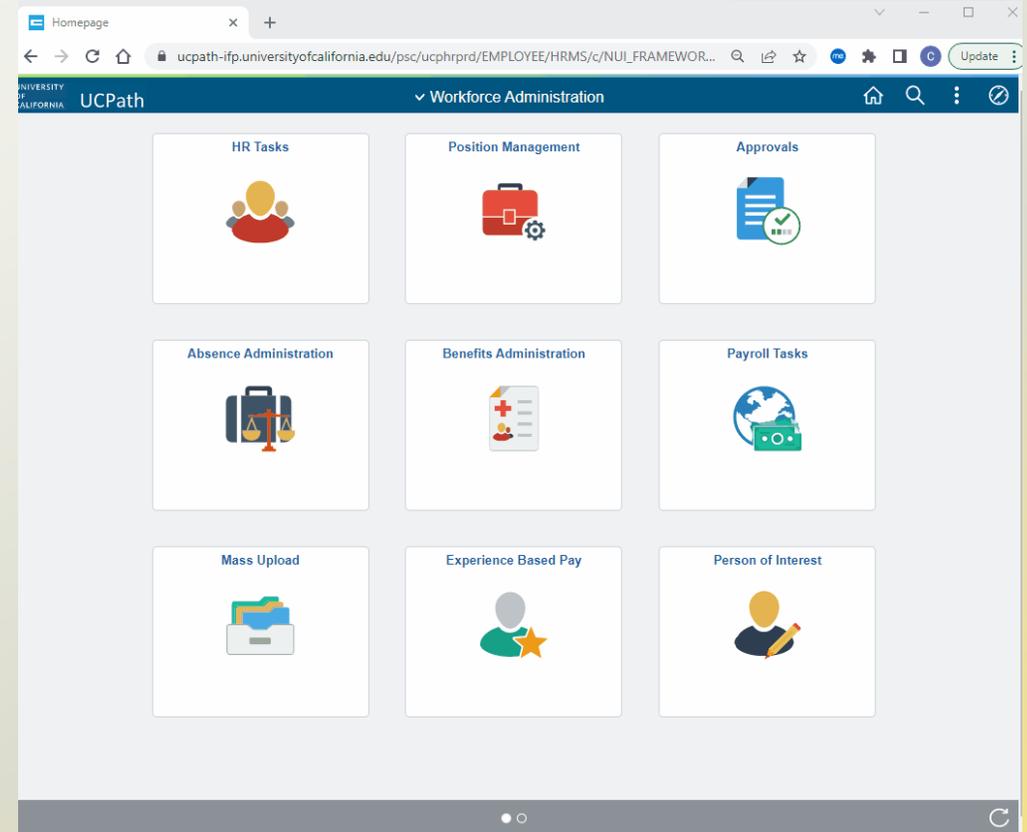
Termination & Final Pay

- Use the **UC_VOL_TERM** template when an employee decides to resign their UC employment (voluntary)

- Use the **UC_INVOL_TERM** template when an employee is terminated, laid off, or dies

- Use the **UC_RETIREMENT** template to initiate a retirement

NOTE: If Retirement template is used or termination template reason is Death, only one transaction is needed; UCPC will terminate all other jobs.

Situations that require a Final Pay Request:

1 Involuntary Termination

2 Employee is represented and off cycle final pay is part of their contract

3 Employee has accruals that need to be paid out

4 Employee is unable to report all hours worked/leave used in Time & Attendance

If **any** of these are true then you will need to submit a **Final Pay Request**

If **none** of these are true then you **DO NOT** need to submit a Final Pay Request. The employee will receive their Final Pay as their last on-cycle paycheck

Hiring Student Employees in UCPath:
Key Takeaways

- Social Security Number is needed to ensure tax status is correct

- Position Pool ID must be entered to apply Work Study

- Use Search/Match to make sure the student doesn't already have an Empl ID

- Make sure you have a good understanding of the students Empl Records in order to manage combined FTEs and resolve any FLSA/Pay Frequency misalignment

- Monitor Expected Job End Dates

- Timely entry of SWB and RWB

Scenarios

- Hiring Department Aligning FLSA
- Existing Department Aligning FLSA
- Correcting Hours Paid on Incorrect Position

Scenario 1: Hiring Department Aligning FLSA

You are hiring a new student employee into a Non Exempt Biweekly Hourly position but noticed in Person Org Summary that the employee already has a job in another department with a conflicting FLSA/Pay Frequency of Exempt/6AC. You reach out to the Central HR Compensation contact listed on the **Resolving FLSA Conflicts** job aid and were told that you will need to align to the existing Empl Record.

Steps to Take:

1. Update your position:

   - FLSA Status = Exempt

2. Submit the Concurrent Hire Template:

   - Comp Rate Code = UCHRLY

   - Comp Rate = Hourly amount

   - Comp Frequency = M

   - Enter in the Comments to request a Pay Group Override to the 6MH Pay Group

Scenario 2: Existing Department Aligning FLSA

You are contacted by another department requesting that you align your FLSA/Pay Frequency so that they can hire the student into their department with a position with a FLSA/Pay Frequency of Exempt/6AC. The student will start working 3/1/23.

Steps to Take:

1. Use 2/19/23 for the Effective Date since this is a pay period begin date that is before the 3/1/23 Effective Date

2. Update the position data tab in PayPath to change FLSA Status = Exempt

3. Update the job data tab in PayPath as follows:

   - Comp Rate Code = UCHRLY

   - Comp Rate = Hourly amount

   - Comp Frequency = M

4. Submit an inquiry to ASK UC Path Center with a Job Data Update form to request a Pay Group Override to the 6MH Pay Group.

Scenario 3: Correcting Hours Paid on Incorrect Position

The student accidentally selected the wrong position in Ecotime and as a result was paid on the incorrect position at a lower rate.

Steps to take:

1. The department of the incorrect position will need to submit an Overpayment request

2. The department of the correct position will need to submit an Off Cycle request

Another Option:

If historical time adjustment period has not passes and in the current pay period the student will have worked enough hours to be able to reverse the hours without resulting in a net negative hours:

1. The incorrect department can submit a historical timesheet adjustment to reverse the hours on the incorrect position and

2. The correct department can submit a historical timesheet adjustment to add the hours on the correct position.

Resources

- UCPath Center Resources
- Local Resources
- Contacts for policy guidance & escalation

UCPath Center Resources | UCPath Help Site

Location Users (Transactors)

- Job Aid: Short Work Break Matrix

- Job Aid: Job Data - Effective Sequence and Impacts

- Initiate Personal Data Change Template Transaction (Staff/Acad)

- PayPath Action and Reason Codes (Academic)

- PayPath Action and Reason Codes (Staff)

- Templates Action and Reason Codes

Local Resources | UC San Diego's UCPath Resource Site

https://ucpath.ucsd.edu/

- UCPath Paygroups Matrix

- Employee Classifications & Job End Dates

- Using Effective Dates in UCPath

- UCPath vs Campus Ecotime Matrix – What To Do Where

- Resolving SSN/Name Audit Discrepancies in UCPath

- How to Create and Manage Work-Study Jobs

- How to Update a Filled Position from Work-Study to Non-Work Study

- How to Manage Appointment End Dates

- Resolving FLSA Conflicts

- Smart HR Templates Matrix

Local Resources | Business Analytics Hub

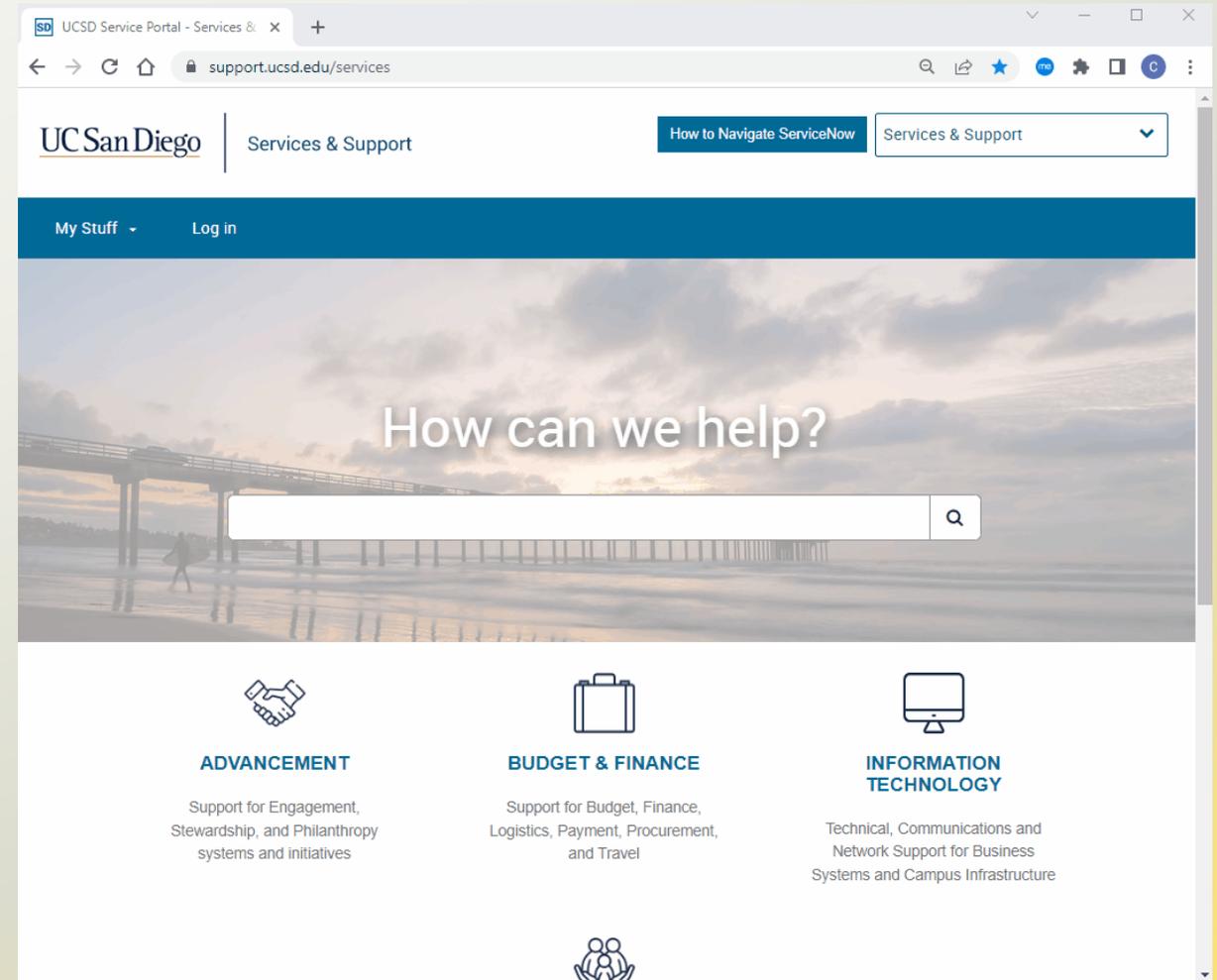**https://bah.ucsd.edu/hr-payroll/index.html**

- Student Employee Registration Report

- FLSA Mismatch

- Future Dated Hires Lite Report

- Jobs with Approaching End Dates Report (HR tab)

- Short Work Break Monitoring Report
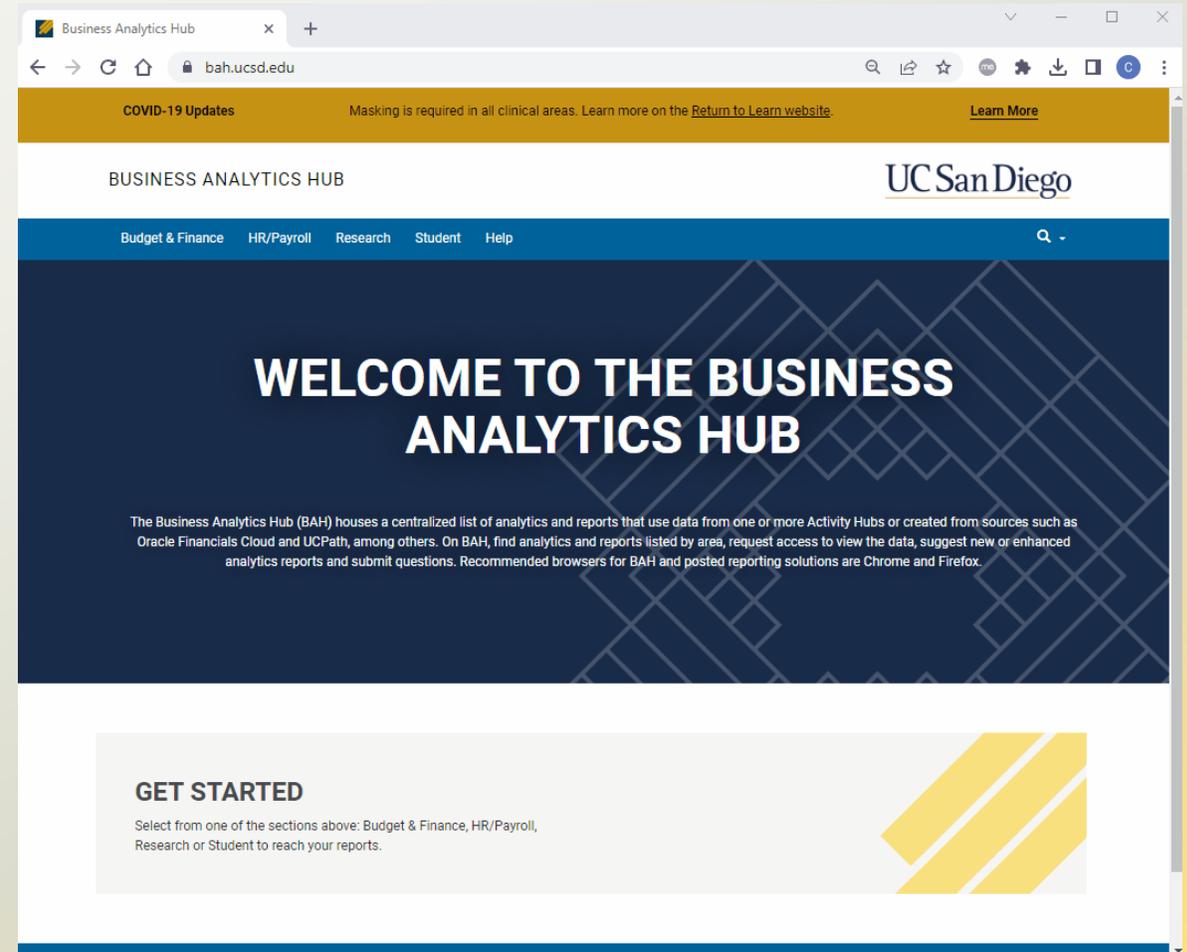
Local Resources | UC San Diego Services & Support

- https://support.ucsd.edu/

- Knowledge Base Articles

- Browse by category or search by keyword

- KBA: How to Request a Student FICA Adjustment

- KBA: Work Study FAQs

Local Resources | Blink

https://blink.ucsd.edu/HR/supervising/hiring/students/

- Job classifications

https://blink.ucsd.edu/HR/supervising/hiring/students/hire.html#6.-Setting-Up-Student-Employee-

UCPath Support Contacts

Contact the UCPath Center (located in Riverside) for:

- New Employee or First-Time User issues
- Benefits
- Net Paycheck
- After deductions and withholding
- Overpayments
- Employment Verification
- Payroll-related Documentation for pay after 6/1/20
- Transaction Support Tickets

Submit an inquiry to UCPath Center or call (855) 982-7284 (Mon - Fri: 8 am - 5 pm)

Contact local support and submit a ticket for:

- Gross Pay
- Missed Pay
- Local Deductions
- Labor Ledger
- Cost Benefit Rates
- Direct Retro (Salary Cost Transfers)
- AYSO
- Transaction Support

For Missed Pay, submit a SNOW ticket with Missed Pay Description to ensure expedited action

https://ucpath.ucsd.edu/need-help/index.html

Notes

- **As long as there are enough hours combined across all student records (position) reversals can be done.**

- What's the longest period a student can be placed on a Short-Work Break? **Job Aid: Short Work Break Matrix. Causal restricted students can only be placed on SWB during the summer. If they are taking a leave during the school year recommended to terminate and rehire later.**

- Will funding default to department funds when student exhausts WS funding and will department be notified when this happens? **No known notifications. Check DOPEs. Check Work Study Award Table in UCPath to make sure correct position pool ID is on the position. Work Study runs from fall quarter to spring quarter. No Summer.**

- We recently saw that a discrepancy with FLSA status with the Position Management screen and the PayPath. Has anyone come across this? **Submit a Case with examples. May need to submit a Position and Job Data Update form if the correction cannot be done through PayPath.**

- **Reclassification requests – action reason code needs to be the correct one.**

Notes

- Is it possible to hire student staff and have them report to a vacant HEERA position? **Policy guidance ask Central HR. Strictly speaking Ecotime – Ecotime only looks the the primary position, if it is vacant then it is blank in Ecotime. Will show old Reports To name until new person is hired into the position listed under Reports To.**

- I have a student employee who has the Primary ID for SSN as zeros. However, there is a "Derived Default ID" as well which is the correct SSN. How do I make the "Derived Default ID" as the primary? **Submit a ASK UCPath Case to UCPC.**

- Can you explain how to use the Student Employee Registration Report? What should the department do if the Registration status is Null? Is there a contact email for submitting inquires regarding student employment? **https://blink.ucsd.edu/HR/_files/supervising/hiring/students/regreportinstructions.pdf Null is most likely a SSN mismatch or the student is not registered. Contact SEO office with inquires regarding student employment. Email: studentemployment@ucsd.edu**

UC Path UC San Diego

Notes

- 1. Why is proof of work authorization not required for students? This kept defaulting to not required in handshake and I was unable to select "required." **Student should have work authorization to work legally on campus.** 2. Which staff designation do we use for students in OBS? I had issues when trying to designate in OBS and it kept rejecting - it finally worked after trial and error? **Contact studentemployment@ucsd.edu with details or submit a case to handshake. Take screenshots and email to studentemployment@ucsd.edu. Talent Acquisition manages OBS. Make sure to choose a student template. Casual restricted or Academic Student which ever is applicable.**