

## Job Aid: GSR Fellow or Trainee Job Setup - Payroll Components

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### GSR Fellow or Trainee Payroll Components Overview

This document provides an outline of the expected UCPath setups for various Graduate Student Researcher (GSR) scenarios. GSRs are generally appointed at 0.50 FTE (50%), usually in one of the standard GSR job codes (“Employee”), or in a GSR Trainee or Fellow job code, or in a combination of GSR job codes that add up to 0.50 FTE.


The appointment, Comp Rate Code, Comp Frequency, and FTE setup used for GSRs depend on whether the individual has a single job or multiple paying jobs.

### Contents

- [Interim Guidance for Semester Campuses ONLY \(Effective 7/1/2023 – 9/30/2023\)](#)
  - [Single Job: GSR Fellow or Trainee](#)
  - [GSR Fellow](#)
  - [GSR Trainee](#)
- [Process Guidelines for All Campuses \(Effective 10/1/2023\)](#)
  - [Multiple Jobs: GSR Fellow or Trainee, plus GSR Trainee/Fellow Supplement](#)
  - [GSR Fellow + GSR Trainee/Fellow Supplement](#)
  - [GSR Trainee + GSR Trainee/Fellow Supplement](#)
- [Leave Allocations](#)

## Job Aid: GSR Fellow or Trainee Job Setup - Payroll Components

### Interim Guidance for Semester Campuses ONLY (Effective 7/1/2023 – 9/30/2023)

 The following Fellow and Trainee examples are for appointments in effect prior to 10/1/2023 for semester campuses only. Beginning on 10/1/2023, most Fellows and Trainees will require a supplement to increase their salary to the appropriate experience-based salary point.

#### Single Job: GSR Fellow or Trainee

The guidelines below show the correct method for entering GSR Fellow or Trainee job codes. This method ensures accurate recording of the monthly pay rate from external funding.

- If a supplement is needed, it must be set up in UCPath beginning October 1, 2023. New employee records must be created for the GSR Fellow or Trainee job and/or supplement
- **FTE** should equal the total percentage of effort (generally 0.50 during the academic year)
- Use **Comp Rate Code UCPDMO** for the Trainee or Fellow job; the **Comp Frequency Code** will derive to **M**
- For the Trainee or Fellow job, calculate a monthly rate based on the amount of external funding and the length of the appointment. For example, \$9,900 paid over three months = \$3,300 per month.
- FTE does NOT affect the calculation of the monthly compensation rate for the UCPDMO comp rate code. In other words, the monthly rate entered will be the total monthly equivalent of the fellowship or traineeship amount, regardless of the FTE.
- Fellowships and traineeships will not be paid through UCPath; the amount entered is only a record of the amount the Fellow or Trainee receives from extramural sources (e.g., via student financial aid)

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### GSR Fellow

**!** The following Fellow example are for appointments in effect prior to 10/1/2023 for semester campuses only. Beginning on 10/1/2023, most Fellows will require a supplement to bring them up to the appropriate experience-based salary point.

When the individual has a GSR Fellow job (Job Code: 003141), use UCPDMO for the **Comp Rate Code**. The **Comp Frequency Code** will derive to **M**.

- Example: GSR Fellow (Job Code: 003141) has a fellowship for \$9,900 for three months = \$3,300 per month with experience that puts them at Salary Point 3. Use the following setup in UCPath:

Job	Job Code	Comp Rate Code	Comp Rate	Comp Freq	FTE	(Monthly) Comp Rate	Job Comp Freq	Sal Admin Plan	Grade	Pay Group
Job A	003141	UCPDMO	\$3,300.00	M	0.50	\$3,300.00	UC_FY	T022	TF3	_PD _P5

- The salary point **Step** based on experience level = salary **Grade** in the position (for example, Salary Grade = TF3 for Salary Point 3).
- The monthly Compensation Rate is the same as the **Comp Rate**, which is the monthly extramural funding (fellowship) rate – the total fellowship amount divided by the number of months over which it will be paid. Manually enter monthly comp rate.
- Do not add JED. The **Earnings Code** of **PDE** will be set based on the derived Pay Group:
  - **\_PD** for U.S. citizens, permanent residents and resident aliens for tax reporting purposes
  - **\_P5** for nonresident aliens for tax reporting purposes

## Job Aid: GSR Fellow or Trainee Job Setup - Payroll Components

### GSR Trainee

**⚠** The following Trainee example are for appointments in effect prior to 10/1/2023 for semester campuses only. Beginning on 10/1/2023, most Trainees will require a supplement to bring them up to the appropriate experience-based salary point.

When the individual has a GSR Trainee job (Job Code: 003151), use UCPDMO for the **Comp Rate Code**. The **Comp Frequency Code** will derive to **M**.

- Example: GSR Trainee (Job Code: 003151) has a traineeship for \$9,900 for three months = \$3,300 per month with experience that puts them at Salary Point 3. Use the following setup in UCPath:

Job	Job Code	Comp Rate Code	Comp Rate	Comp Freq	FTE	(Monthly) Comp Rate	Job Comp Freq	Sal Admin Plan	Grade	Pay Group
Job A	003151	UCPDMO	\$3,300.00	M	0.50	\$3,300.00	UC_FY	T022	TF3	_PD _P5

- Monthly Compensation Rate is the same as the **Comp Rate**, which is the monthly extramural funding (traineeship) rate – the total traineeship amount divided by the number of months over which it will be paid.
- Do not add **JED**. The **Earnings Code** of **PDE** will be set based on the derived **Pay Group**:
  - **\_PD** for U.S. citizens, permanent residents and resident aliens for tax reporting purposes
  - **\_P5** for nonresident aliens for tax reporting purposes

## Job Aid: GSR Fellow or Trainee Job Setup - Payroll Components

### Process Guidelines for All Campuses (Effective 10/1/2023)


#### Multiple Jobs: GSR Fellow or Trainee, plus GSR Trainee/Fellow Supplement

The guidelines below show the correct method for entering concurrent jobs with GSR Fellow or Trainee plus GSR Fellow/Trainee supplement job codes. This method ensures an accurate recording of the monthly rate of pay from external funding and reflects an accurate record of the appointee's salary point.

- Supplements (generally needed to pay the GSR at a rate equal to a salary point) will need to be paid beginning on October 1, 2023
- Combined FTE from all appointments should equal the total percentage of effort (generally 0.50 during the academic year). In cases where the funding entity stipulates that the GSR Trainee or Fellow have all of their effort on the award, it should be understood that the division of FTE between the fellowship/traineeship and the supplement is for payroll processing, accurate reporting of total effort for UC reporting purposes, and it also demonstrates the GSR's effort is indeed associated entirely with the award.

When a GSR Fellow or Trainee's monthly external funding rate is less than the UC experience-based rate or is between two points on the scale, two jobs are needed; **Job A**, 003141 GSR Fellow or 003151 GSR Trainee job, and **Job B**, 003160 GSR Trainee/Fellow Supplement job.

- FTE should accurately reflect the portion of pay coming from the external funding vs. the Supplement pay
- The combined FTE should add up to the GSR's total FTE (generally 0.50 during the academic year).
- For the Trainee or Fellow job, calculate a monthly rate based on the amount of external funding and the length of the appointment. For example, \$9,900 paid over three months = \$3,300 per month.
- Use **Comp Rate Code** UCPDMO for the Trainee or Fellow job; the **Comp Frequency Code** will derive to **M**.
- FTE does NOT affect the calculation of the monthly compensation rate for the UCPDMO comp rate code. In other words, the monthly rate entered will be the total monthly equivalent of the fellowship or traineeship amount, regardless of the FTE.

 If a Trainee or Fellow transitions to a fully-UC-paid GSR job code, then they should be placed on the appropriate salary level based on their experience or departmental policy. This salary level may be different from the supplemented Trainee or Fellow salary level.

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### GSR Fellow + GSR Trainee/Fellow Supplement (Effective date must be 10/1/2023 or later)

- **Job A:** GSR Fellow
- **Job B:** GSR Trainee/Fellow Supplement

Example: GSR Fellow (003141) with experience that puts them at Salary Point 2; fellowship is \$24,000 for 12 months = \$2,000 per month. This is less than the 0.50 FTE rate for Salary Point 2 (corresponds to Step 2 in UCPath: \$2,917.79 as of 10/1/2023). A supplement is needed to bring the total amount of pay to at least \$2,917.79 per month. Use the following setup in UCPath:

Job	Annual Rate	Job Code	Comp Rate Code	Comp Rate	Comp Freq	FTE	(Monthly) Comp Rate	Job Comp Freq	Sal Admin Plan	Grade	Step	Pay Group
<b>Job A</b>		003141	UCPDMO	\$2,000.00	M	0.3427	\$2,000.00	UC_FY	T022	TF2		_PF _M5
<b>Job B</b>	\$70,027	003160	UCANNL	\$70,027	A	0.1573	\$917.94	UC_FY	T022	1	2	_AC _M7 _M8 _M9

- Do not add **JED**. The **Earnings Codes** will be set based on the derived **Pay Groups**.
- **Job A** (Fellow) **Monthly Compensation Rate** is the same as the **Comp Rate**, which is the monthly extramural funding (fellowship) rate – the total fellowship amount divided by the number of months over which it will be paid.
- Combined FTE is 0.50
- FTE for **Job A** (003141 GSR Fellow) = \$24,000 (the annual rate for the fellowship)/\$70,027 (the GSR Employee annual rate) = 0.3427
- FTE for **Job B** (003160 GSR Trainee/Fellow Supplement) = 0.50 - 0.3427 = 0.1573
- Sum of Monthly Compensation Rates = \$2,000 + \$917.94 = \$2,917.94; \$2,917.94 x 12 = \$35,015.28. \$35,015.28/0.50 = \$70,031

## Job Aid: GSR Fellow or Trainee Job Setup - Payroll Components

### GSR Trainee + GSR Trainee/Fellow Supplement (Effective date must be 10/1/2023 or later)

- Job A: GSR Trainee
- Job B: GSR Trainee/Fellow Supplement

Example: GSR Trainee (003151) with experience that puts them at Salary Point 2; traineeship is \$37,000 for 12 months = \$3,083.33 per month. This is between the 0.50 FTE rate for Salary Points 2 and 3. Per the contract, the GSR will be placed on a scale at the next highest salary point, which in this case is Salary Point 3 (corresponds to Step 3 in UCPath: \$3,143.92 as of 10/1/2023). A supplement is needed to bring the total amount of pay to at least \$3,143.92 per month. Use the following setup in UCPath:

Job	Annual Rate	Job Code	Comp Rate Code	Comp Rate	Comp Freq	FTE	(Monthly) Comp Rate	Job Comp Freq	Sal Admin Plan	Grade	Step	Pay Group
Job A		003151	UCPDMO	\$3,083.33	M	0.4903	\$3,083.33	UC_FY	T022	TF3		_PF _M5
Job B	\$75,454	003160	UCANNL	\$75,454	A	0.0097	\$60.99	UC_FY	T022	1	3	_AC _M7 _M8 _M9

- Do not add **JED**. The **Earnings Codes** will be set based on the derived **Pay Groups**
- **Job A** (Trainee) Monthly Compensation Rate is the same as the Comp Rate, which is the monthly extramural funding (traineeship) rate – the total traineeship amount divided by the number of months over which it will be paid.
- Combined FTE is 0.50
- FTE for **Job A** (003151 GSR Fellow) = \$37,000 (the annual rate for the fellowship)/\$75,454 (the GSR Employee annual rate) = 0.4904; adjust down to 0.4903 to ensure that total rate equals or exceeds UC GSR scale rate.
- FTE for **Job B** (003160GSR Trainee/Fellow Supplement) = 0.50 - 0.4903 = 0.0097
- Sum of Monthly Compensation Rates = \$3,083.33 + \$60.99 = \$3,144.32; \$3,144.32 x 12 = \$37,731.84. \$37,731.84/0.50 = \$75,463.68.

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### Leave Allocations

Leave balance allotments for GSR appointments are based on the duration of the appointment and FTE.

- For all salaried GSRs, Personal Time Off (PTO), Short Term Leave, and Long Term Leave usage are recorded in one-day increments or the number of hours a non-full-time employee is normally scheduled to work (for example, 4 hours for a 50% FTE employee), or in increments of not less than that portion of a day during which an employee on less than full-time status is normally scheduled to work (for example, 4 hours for a .50 FTE).
- For Hourly GSRs, PTO and Short Term Leave and Long Term Leave usage are recorded to reflect the actual hours of leave taken.

The PTO and Leave articles are available on UCnet: [Graduate Student Researchers Contract](#)