

Job Aid: GSR Trainee/Fellow Job Setup - Payroll Components

This document provides the technical guidance for entering Graduate Student Researcher (GSR) Trainee/Fellow job codes in UCPath. This method ensures accurate recording of the **monthly** rate of pay from external funding.

⚠ Note: This document is not intended to provide guidance on the identification of GSR Trainees/Fellows or the determination of funding amounts and appropriate salary points.

Contents

Click on any of the following links to navigate directly to the topic:

- [GSR Trainee/Fellow Payroll Components Overview](#)
 - [GSR Trainee/Fellow Job Codes](#)
- [Multiple Jobs Setup: GSR Trainee/Fellow, plus GSR Trainee/Fellow Supplement](#)
 - [Scenario #1: GSR Fellow plus GSR Trainee/Fellow Supplement](#)
 - [Scenario #2: GSR Trainee plus GSR Trainee/Fellow Supplement](#)
- [Single Job Setup: GSR Trainee/Fellow](#)
 - [Scenario #1: GSR Fellow](#)
 - [Scenario #2: GSR Trainee](#)
- [Paid Direct](#)

Job Aid: GSR Trainee/Fellow Job Setup - Payroll Components

GSR Trainee/Fellow Payroll Components Overview

GSR Trainee/Fellows are generally appointed at 0.50 FTE (50%) in a GSR Trainee/Fellow job code or in a combination of GSR job codes that add up to 0.50 FTE.

The GSR Trainee/Fellow's monthly external funding rate will determine whether to refer to the [Multiple Jobs Setup](#) or [Single Job Setup](#) section of this document.

- If a GSR Trainee/Fellow's monthly external funding rate **is less than** the appropriate salary placement on the GSR salary scale, refer to the [Multiple Jobs Setup](#) for instructions on how to add the GSR Trainee/Fellow Supplement job.
- If a GSR Trainee/Fellow's monthly external funding rate **is equal to** the appropriate salary placement on the GSR salary scale, refer to the [Single Job Setup](#) for instructions, as a supplement will **not** be needed.

GSR Trainee/Fellow Job Codes

Transition deadline: All GSR Trainees/Fellows must move to the new job codes listed below, with an effective date of no later than **7/1/2024**. Starting on **4/1/2024**, the following job codes should be used:

Effective 4/1/2024	Effective 7/1/2024
New GSR Trainee/Fellow Job Codes	Do Not Use
✓ 003144 GSR-FELLOW-NO REM	✗ 003140 GSR-FELLOWSHIP-NO REM
✓ 003145 GSR-FELLOW-TUIT REM	✗ 003141 GSR-FELLOWSHIP-TUIT&FEE REM
✓ 003154 GSR-TRAINEE-NO REM	✗ 003150 GSR-TRAINEE-NO REM
✓ 003155 GSR-TRAINEE-TUIT REM	✗ 003151 GSR-TRAINEE-TUIT&FEE REM

Job Aid: GSR Trainee/Fellow Job Setup - Payroll Components

Multiple Job Setup: GSR Trainee/Fellow, plus GSR Trainee/Fellow Supplement

When a GSR Trainee/Fellow's monthly external funding rate is less than the appropriate salary placement on the GSR salary scale, a supplement job must be added to pay the GSR Trainee/Fellow at a salary point on the scale. If a GSR Trainee/Fellow's monthly external funding is between two points on the scale, the GSR should be paid at the next highest salary point.

Job	Job Code	Pay Setup
Job A	Refer to GSR Trainee/Fellow Job Codes	GSR Trainee/Fellow will record the monthly rate of pay from external funding
Job B	003160	GSR Trainee/Fellow Supplement will record the appointee's rate at a specific salary point

- **Job A** Salary Grade in the position equals **Job B** Salary Point Step in the job (For example, Salary Grade TF2 = Salary Point 2)
- 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)
- **Job A** GSR Trainee/Fellow, calculate a monthly rate based on the amount of external funding and the length of the appointment. For example, \$9,900 was paid over 3 months, which is \$3,300 per month.
 - FTE does **not** affect the calculation of the monthly compensation rate for the **UCFELM** comp rate codes. In other words, the monthly rate entered will be the total monthly equivalent of the fellowship or traineeship amount, regardless of the FTE.
- In cases where the funding entity stipulates that the GSR Trainee/Fellow has all their effort on the award, the division of FTE between the traineeship/fellowship and the supplement is for payroll processing and accurate reporting of total effort for UC reporting purposes and demonstrates the GSR's effort is indeed associated entirely with the award.

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

Job Aid: GSR Trainee/Fellow Job Setup - Payroll Components

Multiple Job Setup: Scenario #1 - GSR Fellow plus GSR Trainee/Fellow Supplement

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

Example: GSR Fellow (003145) with experience that puts them at Salary Point 2; fellowship is \$24,000 for 12 months, which is \$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	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	003145	UCFELM*	\$2,000.00	M	0.3427	\$2,000.00	UC_FY	T022	TF2		_PF _M5
Job B	003160	UCANNL	\$70,027.00	A	0.1573	\$917.94	UC_FY	T022	1	2	_AC _M7 _M8 _M9

The FTE does not affect the monthly comp rate when using the **UCFELM comp rate code*

- Do not add Job Earnings Distribution (**JED**). The earnings codes will be automatically 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. It is calculated by the total fellowship amount divided by the number of months over which it will be paid.
- **Job B** (Supplement) Monthly Compensation Rate is calculated using the Comp Rate multiplied by FTE, then divided by 12

Job Aid: GSR Trainee/Fellow Job Setup - Payroll Components

Multiple Job Setup: Scenario #1 - GSR Fellow plus GSR Trainee/Fellow Supplement (cont.)

- Combined FTE is 0.50
 - FTE for **Job A** (003145 GSR Fellow) = \$24,000 (the annual rate for the fellowship) divided by \$70,027 (the GSR Supplement 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

Multiple Job Setup: Scenario #2 - GSR Trainee plus GSR Trainee/Fellow Supplement

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

Example: GSR Trainee (003155) with experience that puts them at Salary Point 2; traineeship is \$37,000 for 12 months, which is \$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 the 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	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	003155	UCFELM*	\$3,083.33	M	0.4903	\$3,083.33	UC_FY	T022	TF3		_PF _M5
Job B	003160	UCANNL	\$75,454.00	A	0.0097	\$60.99	UC_FY	T022	1	3	_AC _M7 _M8 _M9

The FTE does not affect the monthly comp rate when using the **UCFELM comp rate code*

Job Aid: GSR Trainee/Fellow Job Setup - Payroll Components

Multiple Job Setup: Scenario #2 - GSR Trainee plus GSR Trainee/Fellow Supplement (cont.)

- Do not add **JED**. The earnings codes will be automatically 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. It is calculated by the total fellowship amount divided by the number of months over which it will be paid.
- **Job B** (Supplement) Monthly Compensation Rate is calculated using the Comp Rate multiplied by FTE, then divided by 12
- Combined FTE is 0.50
 - FTE for **Job A** (003155 GSR Trainee) = \$37,000 (the annual rate for the fellowship) divided by \$75,454 (the GSR Supplement annual rate) = 0.4904, adjust down to 0.4903 to ensure that the total rate equals or exceeds UC GSR scale rate
 - FTE for **Job B** (003160 GSR Trainee/Fellow Supplement) = $0.50 - 0.4903 = 0.0097$
- Sum of Monthly Compensation Rates = $\$3,083.33 + \$60.99 = \$3,144.32$; $\$3,144.32 \times 12 = \$37,731.84$. $\$37,731.84 / 0.50 = \$75,464$

Single Job Setup: GSR Trainee/Fellow

When a GSR Trainee/Fellow's monthly external funding rate is equal to the appropriate salary placement on the GSR salary scale, a supplement will **not** be needed. FTE should equal the total percentage of effort (generally 0.50 during the academic year).

- For the Trainee/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 equals \$3,300 per month.
- FTE does **not** affect the calculation of the Monthly Compensation Rate for the **UCFELM** 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.

Job Aid: GSR Trainee/Fellow Job Setup - Payroll Components

Single Job Setup: Scenario #1 - GSR Fellow

When the individual has a GSR Fellow job (Job Code: 003145 GSR-Fellow-Tuit Rem), use **UCFELM** for the **Comp Rate Code**. The **Comp Frequency Code** will derive to **M**.

Example: GSR Fellow (Job Code: 003145) has a fellowship for \$11,799 for three months, is \$3,933 per month, which equates to Salary Point 6. 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	003145	UCFELM*	\$3,933.00	M	0.50*	\$3,933.00	UC_FY	T022	TF6	_PF _M5

The FTE does not affect the monthly comp rate when using the **UCFELM comp rate code*

- The Monthly Compensation Rate is the same as the **Comp Rate**, which is the monthly extramural funding (fellowship) rate. It is calculated using 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 **FEN** (non-taxable) or **FEL** (taxable) will be automatically set based on the derived **Pay Group**:
 - **_PF** for U.S. citizens, permanent residents, and resident aliens for tax reporting purposes
 - **_M5** for nonresident aliens for tax reporting purposes

Job Aid: GSR Trainee/Fellow Job Setup - Payroll Components

Single Job Setup: Scenario #2 - GSR Trainee

When the individual has a GSR Trainee job (Job Code 003155 GSR-Trainee-Tuit Rem), use **UCFELM** for the **Comp Rate Code**. The **Comp Frequency Code** will derive to **M**.

- **Example:** GSR Trainee (Job Code: 003155) has a traineeship for \$11,799 for three months = \$3,933 per month, which equates to Salary Point 6. 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	003155	UCFELM*	\$3,933.00	M	0.50*	\$3,933.00	UC_FY	T022	TF6	_PF _M5

The FTE does not affect the monthly comp rate when using the **UCFELM comp rate code*

- The Monthly Compensation Rate is the same as the **Comp Rate**, which is the monthly extramural funding (traineeship) rate. It is calculated using the total traineeship amount divided by the number of months over which it will be paid.
- Do not add **JED**. The **Earnings Code** of **FEN** (non-taxable) or **FEL** (taxable) will be automatically set based on the derived **Pay Group**:
 - **_PF** for U.S. citizens, permanent residents, and resident aliens for tax reporting purposes
 - **_M5** for nonresident aliens for tax reporting purposes

Job Aid: GSR Trainee/Fellow Job Setup - Payroll Components

Paid Direct

For GSR Trainees/Fellows, who by the terms of their traineeship/fellowship, require payment to be made directly to the GSR, use job codes:

- 003142 GSR-FELLOW-PAID DIR-NO REM
- 003143 GSR-FELLOW-PAID DIR-TUIT REM
- 003152 GSR-TRAINEE-PAID DIR-NO REM
- 003153 GSR-TRAINEE-PAID DIR-TUIT REM

⚠ Note: Usage of the Paid Direct job codes requires approval by the designated office (e.g. Academic Personnel Office or Graduate Division depending on campus structure).

- Use **UCPDMO** for the Comp Rate code. The **Comp Frequency Code** will derive to **M**.
- The GSR Trainee/Fellow's monthly external funding rate will determine whether to refer to the **Multiple Jobs Setup** or **Single Job Setup** sections of this document.
 - If a GSR Trainee/Fellow's monthly external funding rate is less than the appropriate salary placement on the GSR salary scale, please refer to the [Multiple Jobs Setup](#) for instructions on how to add the GSR Trainee/Fellow Supplement job.
 - If a GSR Trainee/Fellow's monthly external funding rate is equal to the appropriate salary placement on the GSR salary scale, please refer to the [Single Job Setup](#) for instructions, as a supplement will not be needed.
- 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