



# Graduate Student Employment Job Aid

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# Employment Eligibility Checklist

- **Academic eligibility should be determined before an appointment is made. Salaried ASEs and GSRs are not eligible for employment if they are not academically eligible and/or able to enroll in units.**
  - **GPA – Does this student have at least a 3.00 GPA?**
  - **Hold – Does this student have a hold preventing enrollment?**
  - **Enrollment – Is there any other reason this student isn't enrolled in units?**
  - **Quarter count – What are the limitations for teaching title codes?**
  - **FTE – Is this student over 75% FTE in combined appointments?**

# What we are covering

- Employment Eligibility Checklist
- Intracampus employment
- Reporting
- Coming soon

# GPA – Does this student have at least a 3.00 GPA?

- Where do I check GPA?
  - The Degree Audit is the fastest place, but Graduate Division does send quarterly reporting about GPA. GSRs and salaried ASEs must have at least a 3.00 GPA to be employed. Do not appoint if the student doesn't meet the minimum GPA requirement!

Go To:

Enter SID:

Print							Log Out	
Find	Student ID	Name	Degree	Major	Level	Class Level	Last Audit	Last Refresh
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Worksheets"/>	<input type="button" value="Plans"/>	<input type="button" value="Notes"/>	<input type="button" value="GPA Calc"/>					

Check GPA:

<b>Cumulative GPA</b>	2.80	
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# Hold – Does the this student have a hold preventing enrollment?

- How to I check for holds?
  - The Degree Audit is the fastest place, but Graduate Division does send frequent reporting about holds. GSRs and salaried ASEs must have resolved holds before they can be appointed. Fee Remissions and GSHIP payments are dependent on enrollment!

Go To:



Enter SID:

**Print** **Log Out**

Find	Student ID	Name	Degree	Major	Level	Class Level	Last Audit	Last Refresh
	<input type="text"/>							

Check Holds:

<b>Holds</b>	Delinquent Acct Reg Hold GPA Below 3.0 Student Conduct - Follow Up
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# Enrollment – Is there any other reason this student isn't enrolled in units?

- What are some common enrollment issues?
  - Timetables to oral qualifying exams and/or Completion.
  - Students with these types of holds are notified by Academic Affairs on how to resolve.
  - Watch for delays! The student or the Grad Advisor may take time to resolve.

Timetable Forms	
<b>Timetable to Completion (of a Master's Degree)</b> Access via R'Grad which can be found in your R'web menu ( <a href="http://rweb.ucr.edu">http://rweb.ucr.edu</a> )	For master's students who have been enrolled one year past the program's normative time to degree  <i>DEADLINE: Two weeks prior to registration. You will be notified by the Graduate Division when a hold is placed on your record and which quarter is impacted by the hold.</i>
<b>Timetable to PhD Oral Qualifying Exam</b> Access via R'Grad which can be found in your R'web menu ( <a href="http://rweb.ucr.edu">http://rweb.ucr.edu</a> )	For PhD students who have been enrolled for four years but have not taken the oral qualifying exam  <i>DEADLINE: Two weeks prior to registration. You will be notified by the Graduate Division when a hold is placed on your record and which quarter is impacted by the hold.</i>
<b>Timetable to Completion (of a PhD Degree)</b> Access via R'Grad which can be found in your R'web menu ( <a href="http://rweb.ucr.edu">http://rweb.ucr.edu</a> )	For PhD students who have been enrolled one year past the program's normative time to degree  <i>DEADLINE: Two weeks prior to registration. You will be notified by the Graduate Division when a hold is placed on your record and which quarter is impacted by the hold.</i>

# Enrollment – Is there any other reason this student isn't enrolled in units?

- How do I know if the student is enrolled?
  - Check on SFAREGS in Banner...

The screenshot displays the Banner SFAREGS interface for a student. The top navigation bar includes the user 'ellucian' and the system name 'Student Course Registration SFAREGS 9.3.25.4 (BANPROD)'. Below this, the current term is '202340' and the date is '10/30/2023'. There are checkboxes for 'View Current/Active Curricula', 'Print Bill', and 'Print Schedule' (which is checked).

The main content area is divided into two sections: 'ENROLLMENT INFORMATION' and 'COURSE INFORMATION'. The 'ENROLLMENT INFORMATION' section shows the student's status as 'EL' (Eligible to Register) with a status date of '05/15/2023'. It also displays minimum and maximum credit hours (0.000 and 20.000 respectively) and the acceptance status (Accepted).

The 'COURSE INFORMATION' section contains a table with the following data:

CRN	Subject *	Course *	Section *	Grade Mode *	Credit Hours *	Bill Hours *	Attempted Hours	Time Status Hours	Status *	Level *	Appr Recd	Part of Term	Method of Instruction	Campus
18332	PLPA	250	001	P	1.000	1.000	1.000	1.000	RE	G	<input type="checkbox"/>	1	I	C
18409	PLPA	299	48P	P	11.000	11.000	11.000	11.000	RE	G	<input type="checkbox"/>	1	I	C

Below the table, there are fields for 'Error Flag' and 'Status Type'.

# Quarter count – What are the limitations for teaching title codes?

- APM 410 – Total Length of Service

c. The total length of service rendered in any one or any combination of the following titles may not exceed four years: Reader on annual stipend, Teaching Assistant, Teaching Fellow, and/or Associate. Under special circumstances, the Chancellor, upon recommendation of the department chair and the dean of the school or college, may authorize a longer period, but in no case for more than six years.

- The exception...to the exception
- UCOP increased quarter count to 21 for teaching title codes during COVID, but this may no last forever.
- Are TA appointments after 18 quarter affecting departmental ability to recruit new student?

# Enrollment – Is there any other reason this student isn't enrolled in units?

- How do I know if the student is enrolled?
  - ...confirm with charges on TSAAREV.

Account Detail Review Form - Student TSAAREV 9.3.21.1 (BANPROD)

ID: [REDACTED] Credit Limit: User: PNAPIER Holds:

▼ ACCOUNT DETAILS Setting

Receipt

Detail Code *	Description *	Term *	Charge	Payment	Balance	Source *	Effective Date *	Transaction Date	Aid
ER03	GRAD CANDIDANCY-EXM-R...	202340		5,034.00	0.00	E	10/30/2023	10/30/2023	
TG22	UC TUITION AND FEES (GR...	202340	4,088.00		4,088.00	R	10/13/2023	10/13/2023	
TD22	STUDENT SERVICES FEE G...	202340	402.00		402.00	R	10/13/2023	10/13/2023	
T112	NONRES SUPPL TUITION G...	202340	5,034.00		0.00	R	10/13/2023	10/13/2023	
G22F	UCR CAMPUS FEES (GRAD)	202340	298.57		298.57	R	10/13/2023	10/13/2023	
T952	GRAD HEALTH INS PREMIUM	202340	1,524.67		1,524.67	R	10/13/2023	10/13/2023	
T301	STDNT TECH COURSES FE...	202340	60.00		60.00	R	10/13/2023	10/13/2023	
T2C5	UCGPC FEE (GRAD OPT)	202340	3.00		3.00	R	10/13/2023	10/13/2023	
FC15	ADD/DROP/GRADE FEE GRAD	202340	4.00		4.00	T	10/30/2023	10/30/2023	
P501	WEB ECHECK PAYMENT	202340		662.14	0.00	W	10/27/2023	10/27/2023	

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▼ BALANCE DETAILS

Query Balance	6,380.24	Authorized Aid	0.00
Account Balance	6,380.24	Balance	
Amount Due	6,380.24	NSF	0
Memo Balance	0.00	Receipt?	N

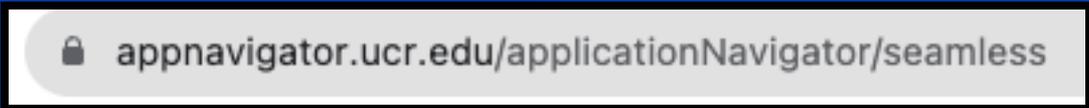
## FTE – Is this student over 75% FTE in combined appointments?

- 50% FTE is the limit. Exceptions are allowed, but first ask the department.
  - The graduate coordinator of the student's home department should be contacted first to confirm the student's current appointments.
  - The graduate advisor of the student's home department needs to know about additional employment, which cannot interfere with academic pursuits.
  - Prorated remissions will be require payment from all departments the student is working for if there is a combination of fee remissions eligible employment.

# Holds – Does the this student have a hold preventing enrollment?

- How to I check for holds?
  - You can also view holds on SOAHOLD in Banner.

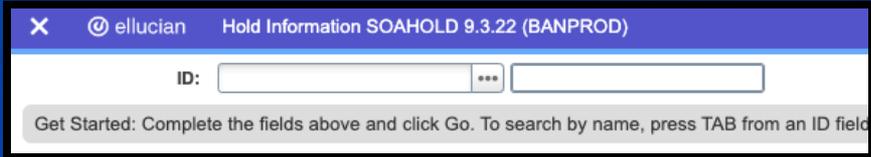
Go To:



Type “SOAHOLD”  
in the Search:



Enter SID:



Check Holds:

Hold Type *	Hold Type Description	Reason	From *	To *	Origination Code	Origination Code Description	Created User	Release Indicator
WE	DPP Eligible	DPP Eligible Non-Vets	08/08/2023	12/31/2099	SBSV	Student Business Services	SBSPROD	<input type="checkbox"/>
G2	Timetable to Completion		05/01/2023	12/31/2099	GDIV	Graduate Division	KARAO	<input type="checkbox"/>

# Intracampus employment

- Do not appoint a student without first asking the home department's Graduate Coordinator.
- Review the Over 75% FTE report for students who have multiple appointments in different departments.
- Contact the student to provide details about additional appointments, including supervisor's name.
- Communicate with your department's personnel representative to confirm additional appointments, or unusual FTE.
- Work together to resolve issues!

# Reporting

- Remissions no Payroll: Student has remissions in Banner but may not have an appointment in UCPATH. It looks like a few of these may be in process. If there are any potential delays, please contact your personnel representative to process an off-cycle payment.
- Payroll no Remissions: Student has an active appointment in UCPATH over 25% FTE, or multiple appointments totaling over 25% FTE, but no remissions in Banner. Please be aware, I only pull subcodes for regular fee remissions in banner. If your department is paying via DGIA or grant funding other than fee remissions, it may not show up on this report.
- Over 75% FTE - Departments may appoint students up to 75% FTE without exception from graduate division for 2022-2023. An appointments over 75% FTE must be reduced.
- Enrollment holds – Students should be contacted by departments to resolve holds prior to employment. Employment can be terminated if the student is non-responsive, because they are ineligible for employment if they have an enrollment hold. At this point, if a student has not responded regarding an enrollment hold, their employment needs to be terminated and their remissions removed from GradESS.

## Coming Soon (and already available)

- New Employment Handbook
  - Updated policies accounting for new contracts
  - Updates to website to reflect changes
- New English Pronunciation policy
  - Excludes requirement for those students who have a Bachelor's degree from an English Speaking Institution.
- Time and Attendance System (TARS) Job Aids
  - <https://graduate.ucr.edu/graduate-student-employment#time-and-attendance-reporting->



**Thank you for all you do!**

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