

DRAFT

UC DAVIS  
GSR WORK STUDY  
EMPLOYMENT ELIGIBILITY FORM  
2008-09 GRADUATE

Student Employment Center  
Phone: 520-752-0520/0117  
FAX: 530-752-2550  
Printed on: January 14, 2009

**GSR = Graduate Student Researcher**

- A Graduate Student Researcher is a graduate student who performs research related to the student's degree program in an academic department or research unit under the direction of a faculty member or authorized Principal Investigator.
- Includes 100% Fee Remission and NRTR as a benefit of employment
- GSR salaries must follow a compensation plan and have multiple salary steps depending on the employee's level of experience and education. E.g. bachelors degree, < 1 year grad study, without extensive applicable work experience = salary start at step 1. If the student has completed their dissertation research then salary could start at step 7-10.
- For more information regarding the of classification and pay scale for GSR's call Graduate Studies: 2-8476

**Note: The academic year award period is October 1, 2008-June 30, 2009**

**Department completes:**

Employee: Last name: \_\_\_\_\_ First name: \_\_\_\_\_ Middle name \_\_\_\_\_

Student ID # \_\_\_\_\_ Department hiring GSR: \_\_\_\_\_ Employment Location \_\_\_\_\_

Principle Investigator or Supervisor for research project: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Departmental contact Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

**FAO Completes:**

Effective Eligibility Date: \_\_\_\_\_ *Work-Study funds may not be used prior to this date. Funding is subject to change based on student's financial aid status.*

Check one: New Hire- \_\_\_\_\_ Revision- \_\_\_\_\_ Extension (same position-new award)- \_\_\_\_\_

Work-Study Code (WSP): \_\_\_\_\_ Award Amount \_\_\_\_\_ Date SEC Completed request \_\_\_\_\_

DEPARTMENT INFORMATION & CERTIFICATION:

THE WORK STUDY AWARD LISTED:

- \_ supersedes any previously assigned eligibility,
- \_ is the student's total gross earnings (including the employer's share),
- \_ is the maximum amount of Work-Study that may be earned by the student during this period,
- \_ and **may include prior earnings** for this period if it is a "revised" award.

IT IS THE EMPLOYER'S RESPONSIBILITY TO:

- \_ **ensure that the student's Work-Study earnings do not exceed the award,**
- \_ **pay 100% of any earnings which exceed the student's current award and 100% of any fringe benefits,**
- \_ and, complete the time sheet verifying time worked, along with **both the student's and supervisor's signatures.**

**Department Certifies:**

~I/We certify and acknowledge that: The hiring of this employee in the above position will not displace a career employee. If the student goes on Planned Educational Leave, reduces course units, withdraws or is dismissed from school, s/he is no longer eligible for Work-Study funds. The student is required to inform the Financial Aid Office of any change in financial resources. The award may be increased, decreased, held, or canceled upon notification by the Student Employment Center to the employer.

~I/We certify that: The student hired as a GSR is performing research under the direct supervision of a faculty member or authorized Principle Investigator.

~I as Administrative Officer ensure that all information on this form is valid, that payroll entry and transactions will be completed in a timely and accurate fashion to avoid retroactive transfer of payroll expense.

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_ Phone/Email: \_\_\_\_\_

Authorized Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Phone/Email: \_\_\_\_\_

Administrative Officer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Phone/Email: \_\_\_\_\_

**SEC UPDATED PROCEDURES EFFECTIVE SPRING QUARTER, 2009**

**GSR WORK STUDY HIRE PROCESS**

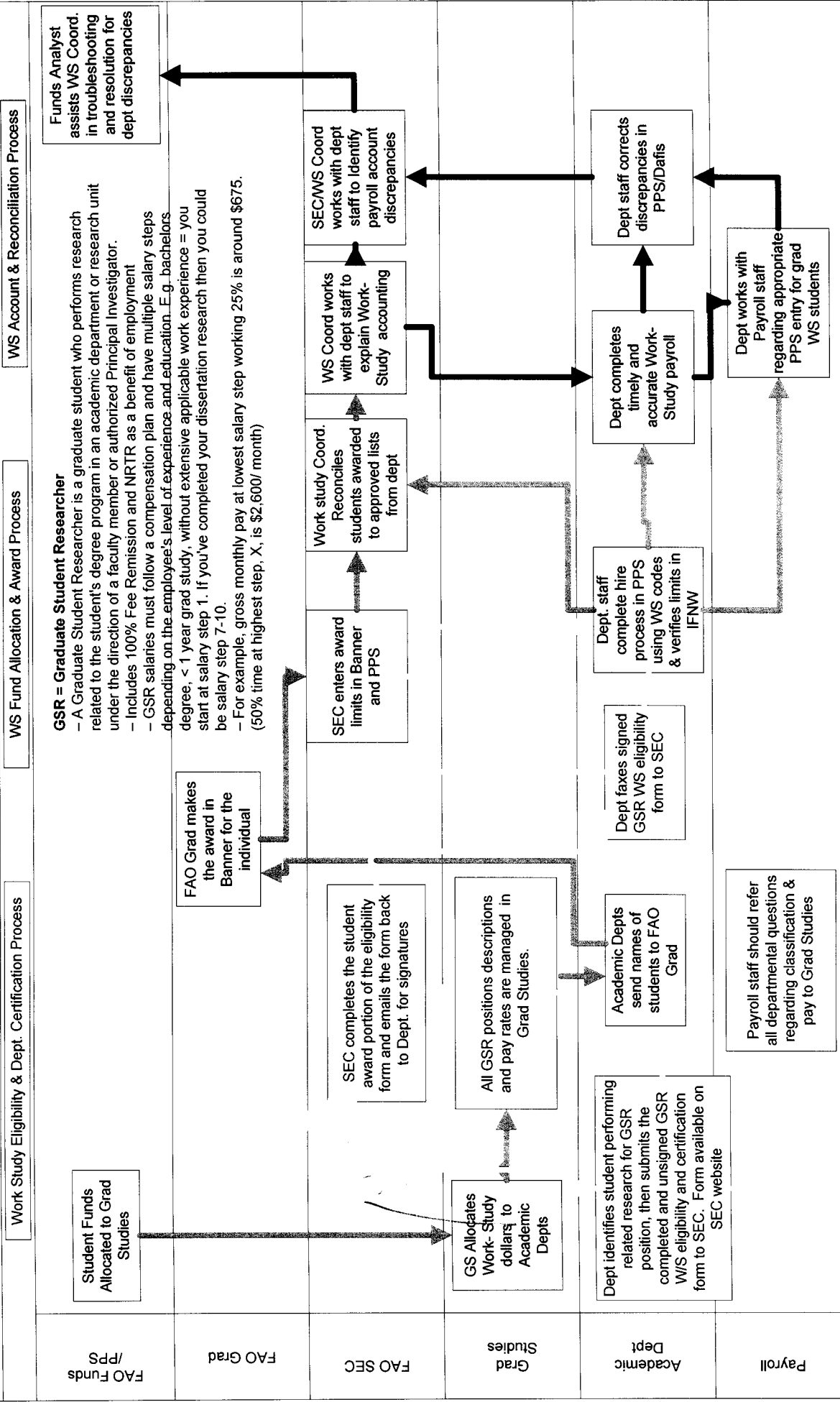
1. Department identifies student for GSR position.
2. Complete the GSR Work Study Eligibility form on the SEC website and emails the completed / unsigned form to SEC: [sec@ucdavis.edu](mailto:sec@ucdavis.edu) . Work-Study GSR hires no longer need to be entered into the SEC job site. This form will serve as certification of duties.
3. SEC completes the Work-Study award and eligibility information and date completed and returns the completed form **via email** to the department.
4. Department obtains appropriate signatures, assures that the form is complete and **FAX** the signed form to SEC, 530-752-2550
5. SEC enters the Work-Study award in "H" (Hire) code in Banner and the award limits in PPS.
6. Department proceeds with hire process.

**ACCOUNT RECONCILIATION AND DISCREPANCY RESOLUTION PROCESS**

1. Departments are responsible for the monthly ledger and account review to ensure that Work Study funds are appropriately expended and split.
2. When a discrepancy is found by the department, they work with SEC WS Coordinator to identify the problem. Before EDLR is processed, department must contact WS Coordinator.
3. When a discrepancy is found by the Funds Manager, they will notify the SEC WS Coordinator to contact the department with the identified problem.
4. IF the departmental staff can resolve the problem they will do so in a timely fashion. If they cannot they need to call Payroll to obtain assistance in resolving the PPS problem.

EACH YEAR DURING THE SPRING QUARTER, DEPARTMENTS WILL RECEIVE THE DEADLINE FOR RECONCILING YEAR END DISCREPANCIES. THIS DEADLINE IS NON NEGOTIABLE DUE TO THE AID YEAR CLOSE PROCESS, ***EDLR'S WILL NOT BE PROCESSED AFTER THE DEADLINE.*** IT IS IMPERITIVE FOR EACH DEPARTMENT TO ASSURE MONTHLY RECONCILIATION OF THEIR ACCOUNTS AND ALERT SEC OF ANY DISCREPANCIES BEFORE THE DEADLINE.

# Proposed Graduate Student Researcher Work Study Process



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 - For example, gross monthly pay at lowest salary step working 25% is around \$675.

**Contacts:**  
 Grad Studies: Steven Albrecht sjalbrecht@ucdavis.edu  
 2-8476  
 FAO SEC: Ami Tripp amdang@ucdavis.edu  
 2-0117  
 FAO Grad: Charmaine Allen challen@ucdavis.edu  
 2-6769  
 Payroll: Theresa Schumacher  
 tbschumacher@ucdavis.edu  
 7-8927

**Grad Work Study**  
 1. Work-study is a program for students with financial need; the federal government pays for a percentage of the costs of research employment (GSR)  
 2. Start with your Graduate Program Coordinator  
 3. There are a limited number of work study units available to graduate students at the university, so even if you are eligible, your program may not have the units to give you.

**SEC**  
 1. No work study dollars can be expended before Oct. 1 of each new aid year, regardless of when hire was made.  
 2. Graduate Studies manages the work study dollars after students are awarded in Banner by FAO  
 3. According to Federal funding regulations SEC must have a position description must be on file for every student who is paid by work study dollars