Bridging and Grace Period Guidelines - Frequently Asked Questions – Effective January 2018

Q: What office approves bridging?
A: Bridging is only allowed if the Dean of the unit who owns the new appointment allows bridging. The Dean may re-delegate to the Department Chair or the unit designate.

Q: What form of approval is needed for bridging?
A: Bridging approval may be annotated in Smartsheet. Or, a separate email with confirmation that Bridging for ASE/GSR is approved by the Dean or the unit designate.

Q: Can approval units choose which of the ASE/GSR titles to bridge?
A: No, Bridging should be applicable to all ASE and GSR titles. Units may not elect to bridge individual ASE/GSR titles.

Q: Can you bridge within the same department?
A: Yes, you can bridge within the same department.

Q: When can units start using bridging for ASE/GSRs?
A: Effective immediately with the Spring 2018 appointments.

Q: How should CSS HR Generalists/Partners announce these new bridging guidelines to campus units?
A: CSS and APO have recently shared this information with campus units/departments. General information can be found at: http://sharedservices.berkeley.edu/gsr-ase-hiring

Q: Why is bridging now allowed?
A: In an effort to reduce unnecessary onboarding and better align with our future state in UC Path, Academic Personnel and Campus Shared Services, would like to formally provide some guidelines around bridging for ASE/GSRs.

Q: If we are bridging students, can they become benefits eligible?
A: With regards to benefits eligibility, if a student employee becomes benefit eligible, no CBR will be assessed to the department. See https://spo.berkeley.edu/Policy/benefits/benefits.html

Q: By bridging does the department incur any additional risk if the employee is injured during the time they are appointed in a without salary appointment (WOS)?
A: With regards to workers compensation liability, those costs are reflected in the University CBR rates applied, however they are not charged to specific departments outside of the CBR rate assessed.
Q: How will a PI be able to attest certification of effort for a GSR when the appointment start date in HCM is 1/1/18 and the GSR does not begin working until 1/18/18?
A: Our Effort Reporting System (ERS) system is actually payroll-driven and allocation-focused rather than a literal representation of work contribution.

Q: Can the I9 employment date and the HCM appointment start date be different?
A: The appointment start date in the appointment letter and in HCM does not have to be the same as the employment date on section 2 of the I–9. The employment date on section 2 of the I9 is defined as the first day of employment in exchange for wages or other remuneration. In order to ensure I9 compliance, an employee should not begin working until they successfully complete onboarding, at which time they complete the I9.

Q: What happens if my employee begins working prior to onboarding, at which time they complete the I9?
A: If they are not fee remissions eligible and a US Citizen, a damage payment will be required for the period worked prior to onboarding. Damage payments do not apply to non US Citizens. If they are fee remissions eligible, they will be paid via the retroactive process with the start date on their appointment letter.

Q: Are we still recalculating Graduate Student Appointments for fee remission eligibility due to a late Onboarding date?
A: No more recalculations are required to ensure students are eligible for fee remissions.

Q: How will employees that complete Onboarding late be paid for the agreed upon compensation as stipulated on their appointment letter?
A: Employees will be paid via a retroactive pay process for all time worked prior to onboarding in the next available MO–E cycle payment.

Q: When should ASE/GSRs complete Onboarding?
A: In order to keep in compliance with I–9 legal requirements, a new hire should NOT begin working until they successfully complete Onboarding.

Q: Where should units/departments go if they have questions?
A: CSS HR Generalists. Complex situations will be escalated to Academic Personnel Office (APO).