**Printable Guide**

**Appointments – Academic Student Employees (ASE) & Graduate Student Researchers (GSR)**

**Roles & Responsibilities**

*ASE = Graduate Student Instructor (GSI), Reader, Tutor, and Acting Instructor titles*  
*GSR = Graduate Student Researcher*  
*Unit = department, division, school, etc.*  
*CSS = Campus Shared Services*  
*CSS HR = Can refer to the assigned HR Generalist, HRIM specialist, First Contact team, etc., as appropriate*

- **Unit** coordinates ASE & GSR appointments for their programs and students
  - Includes notice of appointment and acceptance by student
- **Unit** verifies academic qualifications and departmental eligibility are met
  - [http://grad.berkeley.edu/financial/graduate-student-employment/guide/](http://grad.berkeley.edu/financial/graduate-student-employment/guide/)
  - If necessary, obtains exceptional approvals
  - Units should ensure new staff who are responsible for student appointments are aware of and are verifying academic and departmental eligibility
- **Unit** sends appointment request to CSS
  - Via direct entry into Smartsheet, including title, step, and percentage
  - GSR appointments – For faculty looking to spend a specific amount of funds and/or cover a specific amount of fees, they should work with the appropriate funding manager (in their Unit or CSS RA) or GSAO to determine the appointment details; CSS HR can provide general guidance on available title codes and their respective salary ranges
- **Fund Administrator (Unit or CSS RA)** reviews and approves funding in Smartsheet
- **CSS HR** reviews employment eligibility and checks for conflicting appointments (e.g., student is already employed at max %)
  - If changes are needed based on other appointments, CSS HR will contact the Unit; it may also be possible for CSS HR to work with the Unit holding the pre-existing appointment to make adjustments in order for both appointments to be accommodated
- **CSS HR** coordinates “mass” hiring paperwork sessions; invites students and confirms their attendance
  - If there is no response from a student when invited for paperwork, CSS HR will contact the Unit to ask for assistance
  - CSS HR will ensure that multiple hiring sessions (of different campus locations and times) are offered to each student; students unable to attend a “mass” hiring session can also be scheduled to complete paperwork at the CSS HR/APS Satellite Office in Evans Hall

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- **CSS HR** conducts hiring paperwork sessions
- **Employee** completes hiring paperwork, prior to beginning work
- **CSS HR** enters appointment into HCM; conducts payroll audit of HCM data
- **CSS HR** sends welcome email to employee
- **CSS HR** creates/adds to personnel file

**Frequently Asked Questions** (for when things don’t go as planned)

If CSS recalculates an appointment percentage due to late hire, will the Unit be notified?

> *When CSS HR recalculates an appointment percentage due to late hire, an email will be sent to the Unit for their concurrence. The Unit reviewing/approving CSS HR calculations is appreciated (the total expenditure does not change, but it will be distributed across monthly ledgers differently than originally anticipated).*

If CSS cannot adjust an appointment percentage due to late hire, what are the Unit’s responsibilities?

> *In some cases, CSS HR is unable to adjust an appointment percentage, most frequently because the student is on a visa. In these cases, the department must attend to issues regarding fee remissions or compensation. Backdating appointment start dates outside of the grace period defined by the Graduate Division is not allowed.*

Who is responsible for seeking policy clarifications, on specific cases, from the Graduate Division?

> *When reviewing a specific, complicated case (e.g., student on visa who has been hired late, is receiving a fellowship, and is expecting fee remission) and there is a question about Graduate Division policy, the department should seek policy clarifications from the Graduate Division and direct CSS HR on the final appointment details.*

Who is responsible for answering questions from graduate student employees?

> *If a student has questions about their appointment and/or fee remission eligibility, CSS HR can answer general questions based on the information they have. However, based on the complexity of the question or if the student disagrees with the appointment information, without the student record, CSS HR may need to refer the student back to their Unit.*