

GRADUATE STUDENT RESEARCHER/ACADEMIC STUDENT EMPLOYEE HIRING

Bridging and Grace Period Guidelines

In partnership between Campus Shared Services (CSS) and the Academic Personnel Office (APO), the following guidelines were developed, effective January 2018.

<p>GSI's/TA's/GSR (Grace Period)</p> <p>Title & Code: GSR: 3276 GSI I: 2311 GSI II-IV: 1507 Acting Instructor: 2551 Reader*: 2851 Tutor*: 2861 GSR: 3276 GSI I: 2310 GSI II-IV: 1506 Acting Instructor: 2550 Reader*: 2850 Tutor*: 2860 GSR: 3282 GSR: 3284 GSR: 3266</p>	<p>The Hire Date in HCM will be the first day of the first semester month in which the New Hire is completing Onboarding. New Hires should not begin working until Onboarding is completed. Onboarding includes the completion of their I-9.</p> <p>For example:</p> <ul style="list-style-type: none">• If Onboarding, including the I-9, is completed by 01/31/2018 and the employee has not performed any work until 1/31/2018 their first day of employment on the I-9 will be 1/31/2018 and in HCM it will be 01/01/2018. This applies to the following title codes to the left.• If Onboarding, including the I-9, is completed 8/25/2018 and the employee has not performed any work until 8/25/2018, first day of employment on the I-9 will be 8/25/2018 and in HCM it will be 8/01/2018. This applies to the following title codes to the left. <p>New Hires that complete Onboarding after 1/31 or 8/30 will no longer need to have recalculations. Instead, if the new hire is a US Citizen or international hire, they will be paid via a retroactive pay process. Please note that Graduate Student Researchers(GSRs), Readers/Tutors may have start dates past 1/31 or 8/30, therefore so long as the employee completes Onboarding prior to beginning work, the I-9 will be in compliance.</p> <p>For example:</p> <ul style="list-style-type: none">• If a new hire completes Onboarding, including the I-9, 2/7/2018 and their start date was supposed to be 1/1/2018, their start date in HCM will be 1/1/2018 and they will receive a retroactive payroll payment issued to them for the period of time from 1/1/2018 through 2/6/2018. Their first day of employment on the I-9 should be 2/7/2018 and they should not begin working until they complete Onboarding.
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	<ul style="list-style-type: none"> If a new hire completes Onboarding, including the I-9 on 2/7/2018, and their start date was supposed to be 2/10/2018, their first day of employment on the I-9 will be 2/10/2018, their start date in HCM will be 2/10/2018 and they will receive a timely pay in the next available pay cycle. <p>Example of delayed pay: 1st Pay Date: 02/01/2018 if entered into HCM by MOE deadline; Next pay date is 3/1/2018 if entered into HCM after MOE deadline.</p>
<p>ASEs</p> <p><i>*Bridging only applies for employees going into a GSR, GSI or Reader, Tutor appointment.</i></p>	<p>Bridging is defined as the ability to bridge a New Hire’s employment with a 0% Without Salary (WOS) appointment not to exceed 31 calendar days from fall to spring, spring to summer or summer to fall. The responsibility to enter the 0% WOS appointment in HCM will fall on the department that owns the New Hire’s new/future appointment.</p> <ul style="list-style-type: none"> Bridging is only allowed if work authorization is valid during the bridging period through the new appointment and if both the ending appointment and the new appointment are employment title codes. Bridging is only allowed if the dean of the unit who owns the new appointment allows bridging. For ASEs, the dean may re-delegate to the department chair. For Summer Sessions appointments, Summer Sessions will decide on bridging if they own the future appointment. Bridging cannot occur between spring and fall Semesters as the time period is in excess of the “one month” grace period. Additionally, there may be some Summer Sessions and summer to fall sessions that would not be able to be bridged as it would exceed the “one month” time limit. Once the agreement to bridge between appointments has been agreed upon (or if they meet the above criteria) we would NOT invite the person to on-boarding provided they employee has a valid I-9 with work authorization, as reflected in HCM. HCM will first process the future job by putting in a “bridging appointment” of 0% starting on the day after the end date of the previous appointment and ending on the day before the new appointment being bridged to start. The chart string used for this future job is the chart string on the new appointment the person is being bridged into for the next semester.

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- HCM will then process the new appointment being bridged to at the % provided by the unit and on the chart string provided by the unit.

Example: A Reader for our Mathematics Department is appointed from 8/1/2017 thru 12/15/2017 and they are reappointed as a Graduate Student Instructor (GSI) in our Statistics Department from 1/1/2018 thru 5/31/2018. The Statistics department would add a WOS 0% GSI appointment from 12/16/17 thru 12/31/2017 to bridge the Math appointment and the Statistics appointment.

January 25, 2018