

**IMPORTANT INFORMATION
FOR
STUDENTS, PRINCIPAL INVESTIGATORS, AND STAFF**

**RE: GRADUATE STUDENT RESEARCHER (GSR) APPOINTMENTS AND COSTS
2016-2017**

ATTENTION STUDENTS: If you are required to complete employment documents, the division will email you to schedule an appointment. **Please respond to her promptly as you may not begin working until your employment forms have been completed.**

A Graduate Student Researcher (GSR) is a registered graduate student appointed to assist in performing 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. **NOTE:** The graduate student researcher title is not appropriate for work that is strictly of a clerical or technical nature (i.e., filing, data entry, data base development, reception, etc.) There are separate titles that can be used for graduate students performing strictly clerical or technical work. For further information, contact the Division's SHR Service Team representative <http://shr.ucsc.edu>

Students registered under Filing Fee Status are prohibited from holding any academic appointments.

Graduate students may not work more than 50% time during any academic quarter, unless the employing unit has obtained approval from the Division of Graduate Studies. Documentation of approval must accompany the GSR Action form (e.g., copy of email from Graduate Division). Under no such circumstance, may a GSR be appointed to work over 100% time (in any given month). A student may work up to 100% time during the summer recess and periods between academic quarters. Unless otherwise specified, the summer time period is July 1st to September 30th.

A new graduate student may work as a GSR during the summer recess which precedes the fall quarter he/she will begin a UCSC graduate program, provided that the student has enrolled in his/her fall courses (a minimum of five credits is required). Students are encouraged to visit the Division of Graduate Studies webpage for more information <http://graddiv.ucsc.edu>

The student's graduate fees must be covered by the funding source if his/her GSRship is for 25% or more time.

The total costs associated with hiring a GSR at 25% time or more include the salary, the employment benefits (approximately 2.8% of the salary), and the Graduate Student Fees.

SALARY Starting July 1, 2015, the Division of Social Sciences appoints graduate students to a minimum of GSR step 6, with students advanced to candidacy appointed at step 8. GSR appointments before July 1, 2015 will align with policy at the time of initial appointment. In these instances step increases are permitted, eligibility depends on grant guidelines and funding availability. This also applies to appointments from grants submitted/awarded prior to the policy change. **Students affiliated with another division must be appointed at the step determined by their home department/division.**

NOTE: If your grant was awarded/submitted prior to July 1, 2015 and will not support a GSR at a higher step, we ask that you appoint them as close to our new steps as possible.

2016-17 GSR SALARIES

GSR STEP	MONTHLY SALARY (Based on an appointment at 100% time. Does not include the additional 2.8% employment benefits)
GSR 6	\$4,558.00
GSR 7	\$4,923.00
GSR 8-Advanced to candidacy	\$5,315.00

GRADUATE STUDENT FEES

2016-17 ACADEMIC YEAR QUARTERLY FEES		
NOTE: This information can be found at the Office of the Registrar's Webpage		
Fee Type	California Resident / US Citizen	Non California Resident and/ or International
Student Services Fee (formerly University Registration Fee)	\$358.00	\$358.00
Tuition (formerly Education Fee)	\$3740.00	\$3740.00
GSA Approved Fees (Campus Programs Fees through Student Health Center Green Bldg. Fee)	\$363.86	\$363.86
Graduate Student Health Insurance (GSHIP)	\$1455.00	\$1455.00
Nonresident Supplemental Tuition (formerly Nonresident Tuition)	\$0	\$5034.00
TOTAL QUARTERLY FEES	\$5,916.86	\$10,950.86

Of these fees listed above, only the GSHIP can be waived (see the UCSC Student Health Center webpage for more information <http://healthcenter.ucsc.edu/>). International Students must pay the Nonresident Tuition until they have advanced to candidacy, after which the student will not be charged Nonresident Supplemental Tuition for the following three years.

EXAMPLE

The following ESTIMATED quarterly costs apply to a GSR appointment made at 50% time.

CA Resident/ US Citizen			
Step	GSR 6	GSR 7	GSR 8
Salary	\$6837.00	\$7384.50	\$7972.50
Fees and Tuition	\$5916.86	\$5916.86	\$5916.86
Employment Benefits	\$191.44	\$206.77	\$223.23
TOTAL	\$12,945.30	\$13,508.13	\$14,112.59
Non CA Resident/ International Students			
Step	GSR 6	GSR 7	GSR 8
Salary	\$6837.00	\$7384.50	\$7972.50
Fees and Tuition	\$5916.86	\$5916.86	\$5916.86
Employment Benefits	\$191.44	\$206.77	\$223.23
Nonresident Supplemental Tuition	\$5034.00	\$5034.00	
TOTAL	\$17,979.30	\$18,542.13	\$14,112.59

*Nonresidential Supplemental Tuition fee is not included in Step 8 since this step is for students who have advanced to candidacy.

New appointment

Revisions to an existing appointment

CANCEL existing appointment

DIVISION OF SOCIAL SCIENCES
GRADUATE STUDENT RESEARCHER (GSR) ACTION FORM

SECTION I: To be completed by student

Name: Department of Study:
(Date as it appears in MyUCSC)
Date of Birth: Phone: Email: Student ID:
I have not Advanced to Candidacy/I am an MA student Advanced to Candidacy

Residency and Citizenship Status (select those that apply):
CA/permanent resident/US Citizen Non-CA/permanent resident/US Citizen International Student

If you are currently employed with another unit on campus please provide the following details.

Position: Employing Unit: % of time:
Please indicate your enrollment status at the time of this appointment:
Full-time registered graduate student Part-time registered graduate student
(Note: Academic appointments for part-time students may not exceed 25%)

Service periods are: 10/1/16 – 12/31/16 (Fall); 1/1/17 – 3/31/17 (Winter); 4/1/17 – 6/31/17 (Spring); 7/1/17 – 9/30/17 (Summer)

I certify that the information I have provided above is accurate and that I will not be working more than 50% time at any point during this appointment.

Signature of Student Date

SECTION II: The Principle Investigator (PI) is to complete the following section and obtain the designated department staff member's signature prior to forwarding the form onto the Research Analyst.

NOTE: If the GSR and PI are from different departments, it is the GSR's home department that needs to sign off on this form. It is essential that the department have the most current employment information for its graduate students.

PI Name: Department:
FOAPAL/s to be charged: % %
Select: Step 6 Step 7 Step 8
Not advanced to candidacy Advanced to Candidacy

*My grant was awarded/submitted prior to July 1, 2015:

Select: Step 2 Step 3 Step 4 Step

5 Please indicate the quarter/s or specific dates you wish to appoint the student.

Fall Winter Spring OR Dates of the appointment:

Please confirm either the appointment's percentage of time OR the total salary for the appointment.

%, OR \$:

NOTE: Any appointment made at 25% time or higher must cover the appointed student's fees. If you are unable to cover the appointed student's fees, then the appointment must be made at 24.99% time or less.

Signature/Approval of PI Date Signature of Department Staff Date
(If approval is provided via email, please attach copy of the email communication)

SECTION III: To be completed by the Designated Research Analyst

If necessary, please clarify below any aspects of this appointment relating to the duration, percentage, and/or funding source of this appointment. If funding is to be split between different FOAPALs, please be sure to indicate the percentages that are to be charged to each. Please forward the completed form to Divisional Contact.

Name of Research Analyst: Date:

*If Advanced to Candidacy – Please contact the Division.