

IMPORTANT INFORMATION FOR
STUDENTS, PRINCIPAL INVESTIGATORS, AND STAFF

RE: GRADUATE STUDENT RESEARCHER (GSR) APPOINTMENTS AND COSTS

2020-21

ATTENTION STUDENTS: If you are required to complete employment documents, the division will email you to schedule an appointment. **Please respond 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, database 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 they will begin a UCSC graduate program, provided that the student has enrolled in their 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 their GSRship is for 25% or more time.

The total costs associated with hiring a GSR at 25% time or more include salary, employment benefits (up to 3.8 % of the salary for 2020-21), and all tuition, fees & health insurance. PIs should consult with their RA to ensure sufficient funding is available.

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. **Students from programs in another division must be appointed at the step determined by their home department/division.**

2020-21 GSR SALARIES

GSR STEP	MONTHLY SALARY At 100% (Does not include additional employment benefits costs)
GSR 6	\$5,130.42
GSR 7	\$5,541.42
GSR 8-Advanced to candidacy	\$5,982.25

2020-21 BENEFITS COSTS

Grants, start-up, and other forms of funding will be charged 3.8% (2.1% on federally funded grants) benefits costs directly. Please see the Composite Benefit Rates Tables for more information

<https://planning.ucsc.edu/budget/rates-and-assessments/cbr-rate-tables.html>.

2020-21 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
Student Services Fee	\$376.00	\$376.00
Tuition	\$3,814.00	\$3,814.00
Campus Fees	\$426.70	\$426.70
Graduate Student Health Insurance (GSHIP)	\$1,646.00	\$1,646.00
Nonresident Supplemental Tuition Fee	na	\$5,034.00
TOTAL QUARTERLY FEES	\$6,262.70	\$11,296.70

Of these fees listed above, only the GSHIP can be waived. Please 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 calendar years. Please see the Graduate Student Handbook for more information (<https://graddiv.ucsc.edu/current-students/academic-regulations/graduate-student-handbook/index.html>).

EXAMPLES: The following ESTIMATED quarterly costs apply to a GSR appointment made at 50% time on non-federal award funding charged for Composite Benefits Rate and GAEL. Federal funding would be charged only CBR at 2.1% of salary.

CA Resident / US Citizen

Step	6	7	8
Salary	\$7,695.63	\$8,312.13	\$8,973.38
Fees, Tuition, and GSHIP	\$6,262.70	\$6,262.70	\$6,262.70
Employment Benefits (3.8% for non-federal award)	\$292.43	\$315.86	\$340.99
TOTAL	\$14,250.76	\$14,890.69	\$15,577.06

Non-CA Resident/International Students

Step	6	7	8
Salary	\$7,695.63	\$8,312.13	\$8,973.38
Fees, Tuition, and GSHIP	\$6,262.70	\$6,262.70	\$6,262.70
Non-Resident Supplemental Tuition	\$5,034.00	\$5,034.00	*
Employment Benefits (3.8% for non-federal award)	\$292.43	\$315.86	\$340.99
TOTAL	\$19,284.76	\$19,924.69	\$15,577.06

*Nonresidential Supplemental Tuition fee is not included in Step 8 since this step is for students who have advanced to candidacy in the Division of Social Sciences

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

Current or Previous UC Employee

International Student

SECTION I: To be completed by Student

Name (as it appears in MYUCSC):	Department of Study
Email: _____ @ucsc.edu	Student ID
Phone: _____	Employee ID:
I have not Advanced/or I am a MA student	CA Permanent resident/US Citizen
Advanced to Candidacy	Non-CA Permanent Resident/US Citizen

Please indicate your enrollment status at the time of this appointment. (NOTE: Academic appointments for part-time graduate students may not exceed 25%)

Full-time registered graduate student	Part-time registered graduate student
---------------------------------------	---------------------------------------

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

Current Appointment and %:	Current Employing Unit:
-----------------------------------	--------------------------------

Service periods are: 10/1/20 – 12/31/20 (Fall); 1/1/21 – 3/31/21 (Winter); 4/1/21 – 6/30/21 (Spring); 7/1/21 – 9/30/21 (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 in time during this appointment, without appropriate approvals.

Student Signature:	Date
---------------------------	-------------

NOTE: If the GSR and PI are from different departments, the GSR's home department must approve. It is essential that a department have the most current employment information for its graduate students.

Home Department Approval:	Date
----------------------------------	-------------

SECTION II: The Principal Investigator (PI) is to complete the following section and submit the form to the Research Budget Analyst.

PI Name:	Department/Research Unit
-----------------	---------------------------------

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

Step 6 (Not Advanced to Candidacy)	Step 7 (Not Advanced to Candidacy)	Step 8 (Advanced to Candidacy)	% Appt¹	OR	Flat Rate (Salary ONLY)²
---	---	---------------------------------------	---------------------------	-----------	--

¹ 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.

² SALARY ONLY. Please confer with your RA to assist in calculating % appointment or total available funds for salary, accounting for benefits.

FALL 10/1 - 12/31	WINTER 1/1 – 3/31	SPRING 4/1 – 6/30	SUMMER 7/1 – 9/30	LESS THAN ONE QUARTER³	Start Date:	End Date:
-----------------------------	-----------------------------	-----------------------------	-----------------------------	--	-------------	-----------

³ Salary will be paid on monthly basis, in alignment with payroll dates, not service dates.

PI/Tier 1 Approval	FOAPAL(s)	%
---------------------------	------------------	----------

RA/Tier 2 Approval