

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

**RE: GRADUATE STUDENT RESEARCHER (GSR) APPOINTMENTS AND COSTS
2017-2018**

ATTENTION STUDENTS: If you are required to complete employment documents, Helen Stroud-Finley 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 49.99% 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, (July 1st to September 30th). If a student is on payroll at 50% for the month, they may work an additional 50% time during intersession.

A student who graduates in the spring quarter may continue his/her GSR appointment through the following summer recess (Non-US citizens need to provide work authorization). **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 3.25% of the salary), and the Graduate Student Fees.

SALARY

The Division of Humanities appoints students to GSR steps 5 and 6, with the exception of Linguistics students who have not advanced to candidacy will be set at step 6 and at step 7 for graduate students who have advanced to candidacy (see next page). **NOTE:** students affiliated with another division must be appointed at the step determined by their home department/division.

2017-18 GSR SALARIES

GSR STEP	MONTHLY SALARY (Based on an appointment at 100% time. Does not include the additional 3.25% employment benefits)
GSR 5 – Humanities – not ATC	\$4,486.00
GSR 6 – Humanities - ATC	\$4,695.00
GSR 6 – Linguistics – not ATC	\$4,695.00
GSR 7 – Linguistics - ATC	\$5,071.00

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)	\$376.00	\$376.00
Tuition (formerly Education Fee)	\$3,834.00	\$3,834.00
GSA Approved Fees (Campus Programs Fees through Student Health Center Green Bldg. Fee)	\$402.36	\$402.36
Graduate Student Health Insurance (GSHIP)	\$1,476.00	\$1,476.00
Nonresident Supplemental Tuition (formerly Nonresident Tuition)	\$.00	\$5,034.00
TOTAL QUARTERLY FEES	\$6,088.36	\$11,122.36

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 5	GSR 6-not ATC	GSR 6-ATC	GSR 7
Salary	\$6,729.00	\$7,042.50	\$7,042.50	\$7,606.50
Fees and Tuition	\$6,088.36	\$6,088.36	\$6,088.36	\$6,088.36
Employment Benefits	\$218.70	\$228.88	\$228.88	\$247.21
TOTAL	\$13,036.06	\$13,359.74	\$13,359.74	\$13,942.07
Non CA Resident/ International Students				
Step	GSR 5	GSR 6-not ATC	GSR 6-ATC	GSR 7
Salary	\$6,729.00	\$7,042.50	\$7,042.50	\$7,606.50
Fees and Tuition	\$6,088.36	\$6,088.36	\$6,088.36	\$6,088.36
Employment Benefits	\$218.70	\$228.88	\$228.88	\$247.21
Nonresident Supplemental Tuition*	\$5,034.00	\$5,034.00		
TOTAL	*\$18,070.06	*\$18,393.74	\$13,359.74	\$13,942.07

*Nonresidential Supplemental Tuition fee is not included for students who have not advanced to candidacy.

New appointment

Revisions to an existing appointment

CANCEL existing appointment

**DIVISION OF HUMANITIES
GRADUATE STUDENT RESEARCHER (GSR) ACTION FORM**

SECTION I: To be completed by Student

Name: _____ Department of Study: _____
(Name as it appears in MYUCSC)

Date of Birth: _____ Phone: _____ Email: _____@ucsc.edu Student ID: _____

Student Status:

I have not Advanced to Candidacy/or I am a MA student Advanced to Candidacy

Residency and Citizenship Status (select those that apply)

CA/ permanent resident /US Citizen Non-CA/ permanent resident/U.S. 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 graduate students may not exceed 25%)

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, unless the Graduate Division has approved a request for working greater than 50% time.

Signature of Student

Date

SECTION II: The Principal Investigator (PI), Department Manager or Research Center Staff is to complete the following section and forwarding the form to the HR Analyst.

****NOTE:** If the GSR and PI are from different departments, it is the GSR's responsibility to notify their department. **

PI Name: _____ Department: _____

FOAPAL/s to be Charged: _____ % _____ %

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

FALL WINTER SPRING SUMMER **OR** Dates of the appointment: _____

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

%: _____ **OR** \$: _____

Name of research/project and brief description of duties of the GSR:

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

SECTION III: To be completed by the Designated Accounting Officer

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 Helen Stroud-Finley at hmstroud@ucsc.edu.**

Name of Accounting Officer:

Date: