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OFFICE OF HUMAN RESOURCES  
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## STUDENT APPOINTMENTS PERSONNEL

RE: Late Academic Student Employee (ASE) Appointments - Appointments with Modified Beginning Dates

Labor Relations has worked with the Graduate Division to develop a process to facilitate departmental procedures for making late ASE appointments. The term ASE is used here to mean GSIs, Readers, Tutors, and Acting Instructors, not GSRs. Since backdating of PAFs is not possible after the first week of the semester, the intent of this averaging procedure is to allow departments to make appointments at the actual time an appointee is eligible to hold the appointment. One circumstance that necessitates a delayed appointment, for example, might be the case of a student whose eligibility is contingent upon passing the SPEAK or OPT exam. Another reason for a department to process a late appointment would be if a GSI was unable to complete his or her appointment and needed to be replaced.

Attached you will find two charts, one based upon a standard twenty-five percent (25%) appointment and one based upon a standard fifty percent (50%) appointment. The charts indicate the appropriate appointment percentage levels for appointments made after the first week of the semester. The process for using the charts is as follows.

1. For appointments made between the beginning of the normal appointment period (e.g. January 1) and the first week of the term (January 15), appointment forms should reflect an appointment date of January 1, through the end of the appointment period.
2. Appointments may be made after the first week of the term through the ninth week of the term. Departments should use the appropriate appointment percentage identified on the charts based upon the week that the appointment is made. For the start date, use the first day of the appointment week as indicated on the chart.
3. If the individual appointees are otherwise eligible to hold the appointment (e.g. meet registration, academic eligibility, and SPEAK or OPT exam requirements), departments may process appointments reflecting an appointment level that is greater than fifty-percent of full-time without additional approval from the Graduate Division.

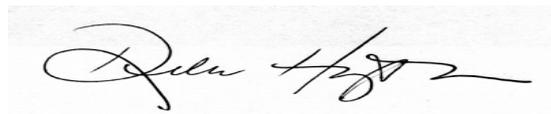
4. Appointments should under no circumstances be made after the ninth week of the term.
5. International students who have F-1 visa status cannot be hired by this late appointment method if the appointment entails work greater than 20 hours per week (i.e., above a 50% appointment). However, if there had been an administrative delay and it was necessary to increase the percentage of pay for the remaining contract period to compensate for 20 hours per week completed before the appointment was finalized, such an increase in the percentage of compensation would not violate regulations. A department would have to carefully document this.

On the other hand, if a student began working as a GSI in March for the spring term and the department wanted to make sure the student realized the same income as other students and increased the percentage of appointment beyond 50% and number of hours worked exceeded 20 hours per week, this would violate the conditions of employment authorization for international students. For more information, please contact Services for International Students & Scholars (SISS) at 642-2818.

Departments making appointments with modified beginning dates must issue an appointment letter utilizing the appropriate sections of the appointment letter template found at the following web site: <http://hrweb.berkeley.edu/labor/aseltr1.htm>. Any supplemental appointment information will need to follow the initial appointment letter, as specified in the ASE contract.

As noted above, the attached Percentage Appointment Charts were created in order to facilitate late appointments when needed. Our overall goal continues to be completion of the appointment processes prior to the start of the term and the provision of the Appointment Notification letters to appointees as soon as practicable thereafter.

If you or members of your department staff have questions about the use of the Averaged Hours of Appointment charts, please contact Labor Relations at 642-0429. For questions concerning general appointment eligibility requirements, call Graduate Appointments at 642-7101.



Debra Harrington  
Manager, Labor Relations

cc: Associate Dean Duggan  
Director Hill

## Chart for 50% Time ASE & GSR appointments with Modified (Late) Start Dates

Percentage Adjustment for a 50% time Appointment (340 hours per semester = 50% time appointment) Weeks of Semester ( <i>not of instruction</i> ) (refer to <a href="#">Academic Calendar</a> for Semester begin/end dates)		
Week From Start of Semester (not start of instruction) (Monday of Week)	Hours per Week (equivalent to total 170 hours)	% Time Adjustment
Week 1	20	50%
Week 2	21.3	53.2%
Week 3	22.7	56.7%
Week 4	24.3	60.7%
Week 5	26.2	65.4%
Week 6	28.3	70.9%
Week 7	30.9	77.3%
Week 8	34	85%
Week 9	37.8	94.5%

\*This chart is based on the ASE charts provided in the 2002 memo on Late ASE appointments from UCB Labor Relations. Refer to the Appointments 101 Tutorial for Staff found in the Appointments Handbook on the Graduate Division web site.

### Instructions for Using Late 50% Chart to Generate Fee Remission:

**FEE REMISSION NOTE:** At 50% time a *partial fee remission* generates through at least the Monday of week 9 *without* using the percent time adjustment above. Please refer to the instructions below if you need to generate a full fee remission for a GSR\* appointment and/or pay a salary equivalent of a full term 50% appointment (ASE or GSR).

1. Refer to UCB [Academic Calendar](#) for begin & end dates of the semester (*not* start of instruction).
2. Have a monthly calendar handy so you can count weeks of the semester.
3. "Late" is referring to any day *after* the begin date of the semester (*not* start of instruction).
4. To generate full fee remission (GSR) and/or pay the salary equivalent of a full term 50% appointment (ASE or GSR), the effective start date in HCM should reflect *at least* the *first day* of the semester in Week 1. For Week 2 & successive weeks, the effective start date in HCM should reflect the first day of the week (a.k.a the **MONDAY** of that week).
5. *However*, if the effective start date of the appointment in HCM is *after* the first day of the semester in Week 1 or *after* the first day (Monday) of the appointment week *if* Week 2 or successive weeks, then use the percent time of the *following* week:
  - a. **Example 1:** Oski Bear begins GSR employment on the Wednesday of Week 3 of the semester. To generate full fee remission, use the percent time of Week 4.
  - b. **Example 2:** Oski Bear begins GSR employment on the Friday of the *first week* of the Fall semester but the semester began on Thursday. Use the percent time of Week 2 to generate the full fee remission.
6. *International Students* (J1 or F1 visa status) are excluded from appointments greater than 50% time due to visa restrictions limiting them to a maximum of 20 hours per week (50% time) during the Fall & Spring semesters. Please contact Berkeley International Office for questions regarding visa restrictions at 642-2818.
7. Approval to work over 50% time for a late appointment is not required if all other eligibility criteria are met.

\*NOTE: Only a GSR appointment(s) has the potential to generate a full fee remission. Fee remission eligible ASE appointments only generate Partial Fee Remission. Refer to the 'Fee Remission Eligibility, Title Codes & Remissions Types' document found in the 'Appointments Handbook'.

## Chart for 25% Time ASE & GSR appointments with Modified (Late) Start Dates

Percentage Adjustment for a 25% time Appointment (170 hours per semester = 25% time appointment) Weeks of Semester ( <i>not of instruction</i> ) (refer to <a href="#">Academic Calendar</a> for Semester begin/end dates)		
Week From Start of Semester (not start of instruction) (Monday of week)	Hours per Week (equivalent to total 170 hours)	% Time Adjustment
Week 1	10	25%
Week 2	10.6	26.6%
Week 3	11.3	28.3%
Week 4	12.1	30.4%
Week 5	13.1	32.7%
Week 6	14.2	35.4%
Week 7	15.5	38.6%
Week 8	17.0	42.5%
Week 9	18.9	47.2%

*\*This chart is based on the ASE charts provided in the 2002 memo on Late ASE appointments from UCB Labor Relations. Refer to the 'Appointments 101 Tutorial for Staff' found in the Appointments Handbook on the Graduate Division web site.*

### Instructions for Using Late 25% Chart to Generate Partial Fee Remission:

1. Refer to UCB [Academic Calendar](#) for begin & end dates of the semester (*not start of instruction*).
2. Have a monthly calendar handy so you can count weeks of the semester.
3. "Late" is referring to any day *after* the start date of the semester (*not start of instruction*).
4. To generate a partial fee remission (ASE or GSR), the effective start date in HCM should reflect *at least* the *first day* of the semester in Week 1. For Week 2 and successive weeks, the effective start date in HCM should reflect the first day of the week (a.k.a the **MONDAY** of that week).
5. *However*, if the effective start date of the appointment in HCM is *after* the first day of the semester in Week 1 or *after* the first day (Monday) of the appointment week *if* Week 2 or successive weeks, then use the percent time of the *following* week:
  - a. Example 1: Oski Bear begins GSI employment on the Wednesday of Week 3 of the semester. To generate a partial fee remission, use the percent time of Week 4.
  - b. Example 2: Oski Bear begins GSI employment on the Friday of the *first week* of the Fall semester but the semester began on Thursday. Use the percent time of Week 2 to generate the partial fee remission.
6. *International Students* (J1 or F1 visa status) are excluded due to visa restrictions limiting them to a maximum of 20 hours per week (50% time) during the Fall & Spring semesters. Please contact Berkeley International Office for questions regarding visa restrictions at 642-2818.
7. Approval to work over 50% time for a late appointment is not required if all other eligibility criteria are met.