

To: Deans, Faculty and AP Dean's Staff

From: Dan Jeske, Vice Provost for Academic Personnel



Ccs: Academic Senate Office, Graduate Division, Employee Labor Relations, Business Financial Services

Date: September 18, 2023

Re: Academic Student Employees (ASEs) and Graduate Student Researchers (GSRs) Leave Reporting

To effectively implement and support the paid time-off benefits for our academic student employees and to align leave-recording practices across employee groups, UC is expanding leave-reporting practices to salaried ASEs and GSRs due to the new contracts.

Going forward we will include ASEs and GSRs in Time & Attendance Reporting System (TARS) so they may begin to record leave reporting starting October 2023. GSRs and ASEs are required to complete the Leave-Reporting for each active job and for each pay period.

Principal Investigators (PIs) will be responsible for reviewing and approving submitted leave records by GSRs because PIs have primary responsibility for financial management and control of project funds in accordance with university and sponsor policies and procedures.

In addition, consistent with an instructor of record's (IOR) authority in the classroom, and several UC policies that charge IORs with oversight of their classes and the associated teaching assistants, UC will rely on IORs to review and approve submitted leave records for ASEs assigned to their courses.

Once a month, PIs and IORs (Supervisors) will review the leave submitted by ASEs and GSRs, ensure that the leave recorded is accurate, and approve it. Where applicable and as required by their contract, ASEs and GSRs will be required to seek prior approval for their leave of absence.

Forthcoming is further information concerning TARS implementation training for ASEs, GSRs, Supervisors (PI & IOR) and TARS administrators. Please note, the TARS system, Supervisors will be maintained using the 'Reports To' field in UCPath's Position Management feature which is not in the Enterprise Access Control Systems (EACS). If

the ASEs and GSRs job record 'Reports To' information is incorrect, please contact your department analyst to update this field or to coordinate a request for the shared services center to update this field.

New benefits for expanded paid leave provisions and annual PTO allocation for GSRs, please refer to the applicable contracts for ASEs and GSRs for all leave provisions. ASE (BX) UAW Contract, Article Leaves [link](#) and GSRs (BR) UAW Contract, Article Leaves, PTO and Vacation [link](#). For ASE and GSR TARS implementation questions, please contact Sonia Kalogonis, sonia.kalogonis@ucr.edu and for ASE and GSR contract questions, please contact Esperanza Steward, esperanza.steward@ucr.edu

Please share this information through your internal departmental communication channels.