TO: Boalt Faculty
FROM: Carol Hayward, Human Resources
DATE: August 5, 2014
RE: GSR Hiring-Fall 2014

Dear Faculty:

It is time to either hire or re-hire Graduate Student Researchers (GSRs) for Fall 2014.

Attached is the “Fall 2014 Faculty Request to Hire” form which should be used for both new hires and those GSRs being re-appointed. Once the form is completed, signed, and returned to me, I will contact the student and arrange for them to complete the required hiring forms.

**Dates**
- If the appointment is for the entire Fall 2014 semester, please use the begin date of August 18, 2014 with an end date of December 19, 2014.
- If the appointment is for any period less than the full semester, you may use any dates between August 18, 2014 and December 19, 2014.

**Percent of Time**
- On the form please indicate the number of hours per week you are employing the student. If you have a total amount of money that you want to pay the student, you can indicate that on your hiring form, and we will convert that to the correct percentage.
- Please note that the hourly salary for a GSR Step I is $16.80.
- Students may only work up to 49% time during the regular school year without an exception from the Dean of Students in the Law School or their Graduate Adviser.
- International students on F1 and J1 Visas may not work more than 20 hours per week (46% per month) during the academic year, and Graduate Division cannot grant exceptions to this federal regulation.

**Funding Source**

Unless otherwise indicated, your Research Assistant budget will be used to cover GSR salaries. If you have additional funding sources, please provide a complete chartstring and attach a copy of the award letter, if applicable.

*Please note that tracking and managing your overall faculty GSR allowance is the primary method for assisting us in managing the school’s GSR budget. Given current resource constraints, we need you to continue your careful oversight of this expenditure.*

REMINDER: Please contact Carol Hayward if you have any questions or need help in figuring out the appointment percentage. The GSR Salary Chart (effective 7/1/2014) is attached to this letter. This chart converts the number of hours into percentages and indicates the amount the student will earn. Again, if you have a total amount of money that you want to pay the student, you can indicate that on your hiring form, and we will convert that to the correct percentage.
Fee Remission

- **IMPORTANT:** Campus no longer funds benefits expenses. This means that if your GSR is eligible for partial or full fee remission, your Faculty Research budget will be charged for salary and benefits, including fee remission.

- A student is eligible for fee remission whenever the appointment or combination of appointments reaches 25%. In the past, students had to be employed beginning on the first day of the semester to be eligible fee remission. Please note that students hired during the first nine weeks of the semester are now eligible for fee remission contingent upon a total appointment percentage of at least 25% time during the semester.

- When you hire a student, you should ask whether or not s/he is planning on having any other UC appointments during the same period of time as your appointment. Fee remission can be generated as a result of either a combination of appointments that add up to 25% or more for the full semester; or a combination of appointments that cause the student to work a total of 170 hours over the entire semester. Please note that any GSR position that is combined with any student position that is covered by the ASE contract (GSIs, Tutors, and Readers), will automatically be required to pay a pro rata share of the fee remission which is generated by the ASE position.

- Hire dates are no longer a criterion for fee remission. (Please see the attached Fee Remission Information for Graduate Students—Eligibility, Title Codes & Remission Types.)

- Partial fee remission is automatically generated when a GSR works 25% to 44% for the entire semester and full fee remission is automatically generated when a GSR works 45% to 49% time for the entire semester.

- Please note that since the LLM Program is a self-supporting program, fee remission cannot be granted.

Time Sheets

Since students are now paid automatically, we do not require time sheets to be submitted. If you wish to ask your students for a time or work report, that is fine.

Reporting

- Faculty now have access to the Budget Office’s on-line budget reports. It is important that these reports are reviewed on a monthly basis so you can monitor your spending.

Deadline

- Please respond immediately, but no later than **August 18, 2014** for renewal of continuing students. On September 9, 2014 any GSR appointment that has not been renewed for Fall 2014 will be automatically terminated. Please note that GSR appointments for Summer 2014 will end August 16, 2014.

- Please let me know if you have any questions or need assistance.

Thank you for your help.

Carol Hayward
Academic Personnel Administrator
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643-3056 – 642-1349 (Fax)
Monday –8:00 a.m.-2:30 p.m.
Tuesday and Thursday - 8:00 am–2:00 pm.