

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

**GRADUATE STUDENT RESEARCHER (GSR) APPOINTMENTS AND COSTS
2024-2025**

ATTENTION STUDENTS: If you are required to complete employment documents, Academic HR 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, 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 AHR Service Team representative.

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 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.

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 2.8 % of the salary), and the Graduate Student Fees.

GSR SALARY scales appear on the next page. Each academic division has policies that determine the appropriate step for appointment.

Additional Information:

<http://graddiv.ucsc.edu/current-students/grad-student-employment/index.html>

<http://apo.ucsc.edu/policy/capm/>

<http://apo.ucsc.edu/contacts/index.html>

2024-2025 GSR SALARIES

GSR Step	MONTHLY SALARY (as of 10/1/24) (Based on an appointment at 100% time. Does not include benefits.)
GSR 1	\$5,760.75
GSR 2	\$6,207.25
GSR 3	\$6,688.33
GSR 4	\$7,206.75
GSR 5	\$7,765.33
GSR 6	\$8,367.17

GRADUATE STUDENT FEES

2024 - 2025 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)	\$418.00	\$418.00
Tuition (formerly Education Fee)	\$4,254.00	\$4,254.00
GSA Approved Fees (Campus Programs Fees through Intercollegiate Athletics and Athletics Activities Access Fee)	\$464.70	\$464.70
Graduate Student Health Insurance (GSHIP)	\$2,084.00	\$2,084.00
Nonresident Supplemental Tuition (formerly Nonresident Tuition)	\$0	\$5,034.00
TOTAL QUARTERLY FEES	\$7,220.70	\$12,254.70

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>)). 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.

Employment benefits are approximately an additional 1.70% based off of salary.

EXAMPLE:

The following ESTIMATED quarterly costs apply to a GSR appointment made at 50% time.

CA Resident / US Citizen			
Step	GSR 3	GSR 4	GSR 5
Salary	\$10,032.50	\$10,810.13	\$11,648.00
Fees, Tuition & GSHIP	\$7,220.70	\$7,220.70	\$7,220.70
TOTAL	\$17,253.20	\$18,030.83	\$18,868.70
Non CA Resident / International Students			
Step	GSR 3	GSR 4	GSR 5
Salary	\$9,431.75	\$10,162.77	\$10,950.39
Fees, Tuition & GSHIP	\$7,220.70	\$7,220.70	\$7,220.70
Nonresident Supplemental Tuition	\$5,034.00	\$5,034.00	\$5,034.00
TOTAL	\$22,287.20	\$23,064.83	\$23,902.70

New appointment

Revisions to an existing appointment

CANCEL existing appointment

DIVISIONS OF UNDERGRADUATE EDUCATION & STUDENT SUCCESS
GRADUATE STUDENT RESEARCHER (GSR) ACTION FORM

Section I: Student Information

Name: _____ Department of Study: _____

Preferred Name: _____ Student Status: _____
 Full-time registered graduate student

Email: _____ Student ID: _____ Part-time registered graduate student

Are they currently employed with another unit on campus? If so, please provide the following details or note "Unknown":

Position: _____ Employing Unit: _____ % of time: _____

Service periods are: 10/1/24 – 12/31/24 (Fall); 1/1/25 – 3/31/25 (Winter); 4/1/25 – 6/30/25 (Spring); 7/1/25 – 9/30/25 (Summer)

SECTION II: The Principle Investigator (PI); Research Center Staff, or Program Director is to complete the following section and obtain the designated department staff member's signature prior to forwarding the form onto Academic HR.
****NOTE:** If the GSR and PI are from different departments, it is the GSR's home department that needs to sign off on this form. It is essential that the department have the most current employment information for its graduate students.**

PI Name: _____ PI Department: _____

Worksite Location: _____

FOAPAL/s to be charged: _____ % _____ %
secondary FOAPAL, if any

All of our GSR appointments will be hired as a salary point 3 unless they have been placed at a higher salary point by UE in the past. If you know which salary point they were last hired into, please choose the appropriate salary point. If not, please choose salary point 3 and UE AHR will let you know if any changes need to be made prior to sending any offer letters.

Salary Point:

Salary point 3 Salary point 4 Salary Point 5 Salary Point 6

5 Please indicate which quarter(s) or specific dates you wish to appoint the student.

Fall Winter Spring OR Dates of the appointment: _____

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

%: _____ OR \$: _____

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 20% time or less.

Signature/Approval of PI Date Signature of Home Department Staff Date
 (If approval is provided via email, please attach copy of the email communication).

SECTION III: To be completed by the Designated Accounting/Financial Analyst

If funding is to be split between different FOAPALS, please be sure to indicate the percentages that are to be charged to each above.
 Please forward the completed form to Jessenia Garcia (jessenia@ucsc.edu).

Name of Designated Accounting/Financial Analyst: _____ Date: _____

Description of Duties Form

Academic Employee Name: _____

Quarter: _____ Supervisor: _____

Use the list below to designate required job duties and responsibilities that are being assigned to the GSR for this appointment, and where applicable, provide additional detail.
