Student Employees

Back to School 2000

It's time once again for...a pop quiz! Just the thing to get us into the back-to-school spirit. So twist your mental dial to the STUDENT ASSISTANTS setting and see how you do.

1. **A Student Assistant title is:**
   - Any title that a student happens to be in
   - Any title related to class instruction (teacher's aide, etc.)
   - Any title in the "Assistant" series (Assistant I, II, III and IV)
   
   The answer is "any title in the 'Assistant' series". (NOT to be confused with the "Blank" Assistant series. That's a whole 'nother ball game.) Instructional titles such as teacher's aide or reader (that are also filled by students) are *academic* titles. Keep in mind that the Assistant series is reserved ONLY for UC students--not high school, not City College, just UC. The 4 titles for the Assistant series are:

   - 4922 Assistant I
   - 4921 Assistant II
   - 4920 Assistant III
   - 4919 Assistant IV
   
   (Yeah, I know, the numeric sequence of the title codes runs backwards. I guess that's so we don't get complacent.)

2. **In the EPD1 screen, the "Student Status" code for a Student Assistant is:**
   - 1 - Not Registered
   - 2 - Not Registered, Graduate Degree Candidate
   - 3 - Undergraduate Student
   - 4 - Graduate Student
   
   The answers are "3-Undergraduate Student" or "4-Graduate Student". Since an Assistant title is reserved only for a registered UC student, it follows that the Student Status must be coded appropriately as a student.

3. **In the EAPP screen, the "TYP" (Appointment Type) code for a Student Assistant title is:**
   - 1 - Contract
   - 2 - Career
   - 3 - Casual
   - 4 - Casual/Restricted
   
   It's "4 - Casual/Restricted". The Casual/Restricted code "4" is used ONLY with the 4 Assistant titles (and vice versa).

4. **In the EPER screen, the "Employee Relations Unit" code for a Student Assistant title is:**
   - 99 - Non-Represented
   - CX - Clerical
   - BX - Academic Student Employees
   
   It's "CX - Clerical". Get this--an Assistant title IS a clerical title, but ISN'T covered by the CX unit. How does PPS know this? By combining the Assistant title code with the correct Appointment Type code of "4" (Casual/Restricted). If the Appointment type is coded as a "2" (Career) or a "3" (Casual), PPS would
incorrectly conclude that the appointment is covered under CX. So (as always!), make sure you're using the right codes. Remember that you can use the F1 (Help) key to remind you what the codes are while you're entering data in PPS. OK, 'fess up. How did you do? Well, I'm sure you've already figured out that this isn't really a quiz at all but a reference. Hope you'll find it useful. Have a great school year!

**Correction:**
Alert! Yours truly did NOT pass her own pop quiz! (Boy, that was REALLY a hard quiz.) To set the record straight.... The problem question is #4, dealing with the Employee Relations Unit code for a Student Assistant (on the EPER screen). The answer given was "CX". Yes, a Student Assistant title IS a clerical title that ISN'T covered by the CX unit. But you will find that PPS will derive a "99" (Non-represented) code for the Employee Relations Unit (based on the title code and appointment type code--as always, please make sure these are correct!).

Even if you put a "CX" in this particular EPER field, PPS will override it and come back with a "99". So please don't try to make a "correction" or you may have a frustrating experience! The Appointment/Distributions inquiry screens (IAPT or IAPP) is where you will see that the Student Assistant appointment is CX/Uncovered ("CX/U" on the bottom line of the appointment section). Sorry for the misinformation. Guess I'll have to stay after school for this one!

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