

## Jessica Salas-Mendonca

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**From:** Ben Ruwe <bruwe@ucmerced.edu>  
**Sent:** Monday, November 6, 2023 2:18 PM  
**To:** Hrant Hratchian; Thomas Hansford; Michelle Snyder; Andrea Smothers; Eric Cannon; Liz Soria  
**Subject:** New time reporting requirements for ASEs and GSRs  
**Attachments:** UCM ASE-GSR Leave-Reporting Technical Guidance\_Final.docx

The following message is being sent on behalf of APO, Graduate Division and Payroll:

Dear Academic Student Employees (ASEs) and Graduate Student Researchers (GSRs),

As many of you know, Payroll recently provisioned your October time records in our Time Reporting System ([TRS](#)). Please note that TRS late reminders were automatically generated with template language. We understand these communications inadvertently went out prior to the issuance of the new time reporting requirements and sincerely apologize for this oversight. The intent was for TRS notices to accompany the issuance of this guidance. For TRS requirements, please refer to the recently updated TRS Graduate Student landing page for detailed instructions: <https://bfs.ucmerced.edu/node/3201>. Please refer any questions related to TRS to the Payroll Office: [academicpayroll@ucmerced.edu](mailto:academicpayroll@ucmerced.edu).

Following the ratification of the UAW contracts for ASEs and GSRs, effective October 1, 2023, you are now required to complete and submit monthly time records in TRS. Office of the President in consultation with the campuses has determined that for salaried ASEs, Instructors of Record will serve as supervisors for Teaching Assistants. For Teaching Fellows who serve as Instructors of Record for the courses they're assigned to teach, Department Chairs will serve as supervisors since graduate students aren't permitted to supervise fellow graduate students. Per [Article 18](#) section C.1. of that contract, ASEs shall be eligible for "up to three (3) days of paid leave for semester campuses". Readers and Tutors already complete time records and will also be afforded this new leave provision. OP has confirmed that this applies to ASEs appointed at any percentage. Such leave usage shall be prorated based on percent time of appointment.

For GSRs, it has been determined that Instructors of Record will be their Principal Investigators. [Article 17](#) section C.1. provides the same language as that for ASEs. Additionally, per [Article 23](#) of the GSR contract, "personal time off shall be up to twelve (12) workdays for a full twelve-month period", and is also prorated based on appointment percent time. This equates to 5 days per semester and 2 days over the summer period.

TRS requires both a primary and secondary approver. For ASEs, this will default to Department Chairs with the exception of Teaching Fellows for which chairs already serve as supervisors, in which case the secondary approver will default to Deans. For GSRs, Department Chairs will serve as secondary approvers in TRS.

The attached document provided by Office of the President and tailored to each campus includes additional information. Please refer any policy-related questions to [academicpersonnel@ucmerced.edu](mailto:academicpersonnel@ucmerced.edu).

Best regards,  
Ben



Ben Ruwe  
he/him/his

Assistant Vice Provost of Academic Personnel

Academic Personnel Office

5200 Lake Road | Merced, California 95343  
[academicpersonnel.ucmerced.edu](http://academicpersonnel.ucmerced.edu)